Lesson 1

Explorer in Action

William Tyner

» A cultural anthropologist, technologist and filmmaker.

« وليام تاينر..
عالِم في مجال علوم الإنسان الثقافية وخبير تكنولوجي وصانع أفلام.



» He uses digital technology in his work to find real solutions for problems.

« يَستخدم التكنولوجيا الرقمية في عمله لإيجاد حلول حقيقية للمشكلات.

William believes that:

1. Using technology in a positive way helps people become successful digital citizens.
2. Digital communication is important to:
   a. Exchange opinions.
   b. Build good relationships.

1. يعتقد وليام أن: استخدام التكنولوجيا بإيجابية يساعد الناس على أن يصبحوا مواطنين رقميين ناجحين.
2. التواصل الرقمي مهم لـ: « تبادل الآراء. « بناء علاقات جيدة.





» William works with different organizations to put individuals in contact with services that help them by building:

1. Easy-to-use digital tools.
2. Apps that provide people with information.

« يعمل وليام مع منظمات مختلفة؛ لجعل الأفراد على اتصال بالخدمات التي تساعدهم، من خلال بناء:
1. أدوات رقمية سهلة الاستخدام. 2. تطبيقات تزود الأشخاص بالمعلومات.



The Importance of Digital Tools for Egyptian Citizens



1. Traveling became easier because we can book tickets for trains, buses and planes online.
2. Ease of booking tickets with a button click to visit historical and cultural sites.
3. Providing information for everyone through the Egyptian Knowledge Bank.

« أصبح السفر سهلًا؛ بسبب إمكانية حجز تذاكر القطارات والأتوبيسات والطائرات عن طريق الإنترنت.

« سهولة حجز التذاكر بضغطة زر؛ لزيارة المواقع التاريخية والثقافية.

« وفرة المعلومات للجميع من خلال بنك المعرفة المصري.



Egyptian Knowledge Bank
بنك المعرفة المصري



1 Choose the correct answer:

1. William Tyner is a cultural ....
   a. archaeologist b. anthropologist c. biologist
2. William Tyner uses .... to solve problems in his work.
   a. traveling b. money c. technology
3. .... helps people to build good relationships and exchange opinions.
   a. Digital communication b. Digital footprint
   c. Digital citizenship
4. Using technology positively helps people to become .... citizens.
   a. genius b. successful digital c. successful
5. Traveling becomes easier by booking tickets for .... online.
   a. trains b. airplanes c. all the previous
6. .... is a digital library that allows Egyptians to access learning materials.
   a. EKB b. Facebook c. Social media

2 Put (✓) or (✗):

1. William Tyner is specialized in cultural human field. ( )
2. William Tyner works to find solutions to problems that benefit communities. ( )
3. ICT tools facilitate the communication among people all over the world. ( )
4. In Egypt, it is difficult to book tickets for trains or airplanes online. ( )

5. EKB is considered one of the most important Egyptian digital libraries. ( )
6. Organizations and governments can use ICT tools. ( )

3 Complete the following sentences using the words between the brackets:

(Digital books – digital citizens – EKB – digital technology – interactive whiteboard – computers)

1. William Tyner uses .... to find real solutions for problems.
2. William Tyner believes that using technology in a positive way helps people to become successful ....
3. ...., ... and .... are examples of ICT tools.
4. .... provides valuable information for Egyptian citizens online.

4 Label each image from the following with the correct name:

1	....	a. Egyptian Knowledge Bank
2	....	b. Ministry of Tourism and Antiquities
3	....	c. Ministry of Education
4	....	d. Ministry of Health and Population
5	....	e. Egyptian National Railways

Lesson 2 Digital Citizenship

Digital Citizenship
المواطنة الرقمية

» It is the ability to use digital technology ethically, responsibly and safely to:

a Get the benefit of digital technology.
b Protect your digital footprint.

« هي استخدام التكنولوجيا الرقمية بشكل أخلاقي وآمن ومسئول؛ بهدف:
- الاستفادة من التكنولوجيا الرقمية.
- حماية بصمتك الرقمية.

Digital Footprint
البصمة الرقمية

» A record of what you do online, including:

a The websites you visit.
b Things you post.

« هي تسجيل لكل ما تقوم به على الإنترنت، وتتضمن:
- المواقع الإلكترونية التي تتصفحها.
- كل ما تشاركه مع الآخرين.

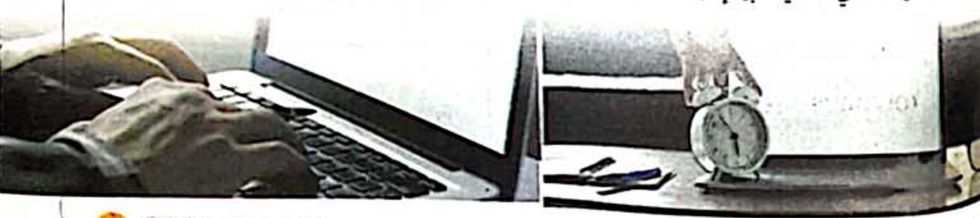
How to deal with the internet
كيف تتعامل مع الإنترنت؟

1 Respect others and be responsible.

« التعامل باحترام ومسئولية مع الآخرين.

2 Use the internet safely by: استخدام الإنترنت بطريقة آمنة من خلال:

a Setting strong passwords. وضع كلمات مرور قوية.
b Using updated software. استخدام برامج مُحدثة.
c Choosing the websites you visit wisely. اختيار المواقع الإلكترونية التي تزورها بحكمة.
d Monitoring the time you spend online. مراقبة الوقت الذي تقضيه عبر الإنترنت.



Rights الحقوق

1

» No one can copy or share your digital footprint without your consent.

« لا أحد يستطيع مشاركتك بصمتك الرقمية دون موافقتك.

EX If you upload a video that you have created, you have the right to protect it against piracy.

إذا رفعت مقطع فيديو من تصميمك، فلك الحق في حمايته من القرصنة.

Piracy القرصنة

The illegal use of content for the purpose of sharing or selling it.

تداوُل محتوى بشكل غير قانوني بهدف مشاركته أو بيعه.

2

» You have the right to interact with others online.

« لك الحق في التفاعل مع الآخرين عبر الإنترنت.



3

» You have the right to receive and share information online.

« لك الحق في الحصول على المعلومات ومشاركتها على الإنترنت.



4

» You have the right to use the internet any time.

« لك الحق في استخدام الإنترنت في أي وقت تريده.

Responsibilities المسئوليات



1. Never commit piracy for protected content.
لا تقم بقرصنة محتوى محميٍّ أبدًا.

2. Respect others online. احترام الآخرين على الإنترنت.

3. Evaluate what you are watching. قيِّم ما تشاهده.
   - If the source is safe for use or it resulted from piracy.
   - هل المصدر آمن للاستخدام أم هو نتيجة قرصنة؟

4. Evaluate your use of the internet. قيِّم استخدامك للإنترنت.
   - Is it useful or a waste of time? هل ما تشاهده مثمر أم مهدر للوقت؟
   - Does it bring you joy or stress? هل يجلب لك الفرح أم التوتر؟





1 Choose the correct answer:

1. .... is the ability to use digital technology ethically, responsibly, and safely.
   a. Digital technology b. Digital footprint c. Digital citizenship

2. .... is a record of everything you do online.
   a. Digital technology b. Digital footprint c. Digital piracy

3. All the following help you to stay safe online, except ....
   a. setting strong passwords
   b. using updated software c. committing piracy

4. If someone tracks your responses on different social networking sites, it's called ....
   a. digital footprint b. digital piracy c. assumptions

5. Which of the following situations demonstrates commitment to responsibilities while using the internet?
   a. Pirating a video your friend uploaded on video sharing platforms.
   b. Evaluating the content and ensuring that the information is safe for display.
   c. Spying on others and copying their digital footprint.

6. No one can copy your digital footprint, this is one of your ....
   a. rights b. privacy c. responsibilities

7. One of your responsibilities while using the internet is to .... information.
   a. share b. evaluate c. receive

8. Hackers may use your digital content to .... it.
   a. evaluate b. share c. buy
9. Evaluating whether your use of the internet is useful or not is from your ....
   a. rights b. privacy c. responsibilities
10. You use ICT tools to .... and communicate as a digital citizen.
   a. learn b. share c. all the previous

2 Put (✓) or (✗):

1. Every trace that a person leaves when using the internet is known as digital citizenship. (   )
2. Achieving digital citizenship entails a set of rights and duties. (   )
3. It is important to have good manners and etiquette when dealing with others online. (   )
4. You have the right to use the internet when you need, with no responsibility. (   )
5. Everyone has the right to protect his content against piracy. (   )
6. You must commit piracy to share or sell digital content to others. (   )
7. Digital citizens can use ICT tools to learn, share, and communicate with others. (   )
8. Digital piracy can help you protect your content from hacking. (   )
9. Using the internet any time you want is one of your responsibilities. (   )
10. Evaluating sources online is one of your responsibilities. (   )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. The ability to use technology tools ethically.	a. Piracy
2. Sharing an illegal content.	b. Digital footprint
3. Every action you do on the internet.	c. Digital citizenship

1 .... 2 .... 3 ....

4 Complete the following sentences using the words between the brackets:

(Digital citizenship – Digital footprint – Digital Piracy – Digital communication – responsibilities – rights)

1. .... is a record for websites you visit online.
2. Using the internet anytime you want is one of your ....
3. .... means sharing or selling illegal content.
4. Respecting other online is one of your ....
5. .... is the ability to use technology tools.
6. .... is important to build good relationships.



Positive Impacts of ICT

Digital Citizen الشخص الرقمي

A person who uses ICT tools to learn, share and communicate.

الشخص الذي يَستخدم أدوات تكنولوجيا المعلومات والاتصالات للتعلُّم والمشاركة والتواصل.

In 2018, the Egyptian government provided digital tools and resources, such as digital books, activities, videos, and TV channels to:

1. Achieve a skill-based education.



تحقيق نظام تعليمي قائم على المهارات.

2. Ensure that all students can access to learning materials equally.



ضمان وصول جميع التلاميذ للمواد التعليمية.

Egyptian Knowledge Bank

EKB is a digital library that provides Egyptian citizens with:

1. Access to learning materials.
2. Holding webinars for teachers and students.





Webinars:

Provide tips on how to register on the website and use it.

الندوات: تُوفِّر إرشادات ونصائح حول كيفية التسجيل في الموقع واستخدامه.

The Importance of Digital Devices

1. They can help **non-verbal** people to:
   - a. Communicate with others.
   - b. Learn languages at school using pictures.

يمكن أن تساعد الأشخاص الذين يعانون من صعوبة النطق على:

- التواصل مع الآخرين. - تعلُّم اللغة في المدرسة باستخدام الصور.





2. They can help students that can't leave their homes due to health or other issue to:
   - a. Communicate with teachers.
   - b. Get the learning materials they need.

تساعد التلاميذ الذين لا يمكنهم مغادرة منازلهم؛ بسبب مشكلات صحية أو غيرها:

- الاتصال بالمعلمين. - الحصول على المواد التعليمية.

When we cannot leave our houses due to unexpected events, digital devices become useful.

عندما لا نستطيع مغادرة المنزل لعوامل غير متوقعة تكون الأجهزة الرقمية مهمة.





Digital Tools

1 Video-sharing platforms مقاطع الفيديو



» Importance:

learning or teaching new things.

» الأهمية: تعلُّم أو تعليم أشياء جديدة.



1 You want to learn how to prepare a healthy meal.

2 You want to teach a skill you have to others.

- أنت تريد تعلُّم كيفية إعداد وجبة صحية. - أنت تريد تعليم مهارة لديك للآخرين.

» Remember to ask your teacher or a member of your family before you post anything online.

2 Socializing وسائل التواصل الاجتماعي

1 Communicating with your classmates on a project outside school.

2 Chatting with your friends via videos.

3 Joining online groups with common interests.

» التواصل مع زملائك في الفصل على مشروع خارج المدرسة.

» الدردشة مع أصدقائك عبر مقاطع الفيديو.

» الانضمام لمجموعات عبر الإنترنت تتشارك معها نفس الاهتمامات.



Common Communication Apps

WhatsApp	Facebook	Skype
		





1 Choose the correct answer:

1. .... help(s) non-verbal people to communicate with others or learn languages.
   a. Digital footprint b. Digital piracy c. Digital tools
2. A person who uses ICT tools to learn, share, and communicate with others, is called ....
   a. programmer b. digital citizen c. hacker
3. .... contains a digital library that helps students access to learning materials.
   a. EKB b. YouTube c. Facebook
4. The webinars provide tips on how to .... on the website and use it.
   a. website b. webpage c. register
5. You can use .... platforms to learn or teach new things.
   a. Skype b. video-sharing c. WhatsApp
6. .... is one of the popular means of communication on social media platforms.
   a. EKB b. YouTube c. Facebook
7. When you search for a video on YouTube to know how to prepare a healthy meal, this is an example of ....
   a. teaching b. learning c. communication
8. You can use .... in chatting with your friends anytime you want.
   a. EKB b. Google c. WhatsApp

2 Put (✓) or (✗):

1. Information and communication technology has no positive effects. ( )
2. Information technology tools enable people of determination to communicate with teachers and view school subjects. ( )
3. Webinars provide guidance and tips on how to register on the website and use it. ( )
4. In Egypt, there are no ways in which digital tools can help its citizens. ( )
5. When we can't leave our houses due to unexpected factors, our digital footprint becomes very important. ( )
6. You can communicate with your classmates outside of school online for a project. ( )
7. Socializing can help us to join online groups with similar interests. ( )
8. You can communicate with your friends using WhatsApp, Facebook, or YouTube. ( )
9. You can learn how to cook a healthy meal by watching a video on YouTube and following the steps. ( )
10. Watching videos on "Madrasnta" channel on YouTube is an example of online learning. ( )

3 Choose from column (A) what suits it in column (B):

A

Column (A)	Column (B)
1 Facebook	a. contains a digital library that helps students.
2 YouTube	b. is one of the most important applications of socializing.
3 EKB	c. is a platform that helps us to learn or teach new things.

B

Column (A)	Column (B)
1 Learning	a. is a fun way to communicate with your friends anytime.
2 Teaching	b. is watching vides o for a lesson you have missed in school.
3 Chatting	c. is uploading videos for you to show some of your skills in football.

1 .... 2 .... 3 ....

4 Complete the following sentences using the words between the brackets:

(ICT tools - Egyptian government – Digital citizen - EKB – socializing)

1. .... provided digital resources to achieve an educational system based on skills.
2. .... is a person who uses ICT tools to learn and share.
3. .... help non-verbal students to learn languages at school using pictures.
4. .... contains a digital library that helps students access to all learning materials.
5. WhatsApp, Skype, and Facebook are examples of ....

Lesson 4

Internet Communication

Synchronous Communication التواصل المتزامن

- It is the exchange of information and files between two or more people at the same time through:
  1. Video chats.
  2. TV shows.
  3. Instant chat rooms.

- هو تبادل المعلومات والملفات بين شخصين أو أكثر في نفس التوقيت من خلال:
  1. محادثات الفيديو.
  2. البرامج التلفزيونية.
  3. غُرَف الدردشة الفورية.



Asynchronous Communication التواصل غير المتزامن

- Communications that do not require an instant response, such as:
  1. Recorded educational programs.
  2. Recorded explanation videos.
  3. Sending a file via email.

- الاتصال الذي لا يتطلب استجابة فورية مثل:
  1. البرامج التعليمية المسجلة.
  2. فيديوهات شرح مسجلة.
  3. إرسال ملف على البريد الإلكتروني.



Synchronous Communication التواصل المتزامن

1 Video Chats محادثات الفيديو



- They allow you to **communicate live** with **one or more people** via mobile or computer.
- **Tools needed:**
  1. Camera
  2. Speaker
  3. Video chat software

- تتيح لك التواصل المباشر مع شخص أو أكثر من خلال جهاز الكمبيوتر أو جهازك المحمول.
- وتحتاج إلى: (كاميرا ومكبر صوت وتطبيق خاص بمحادثات الفيديو).

2 Instant Messaging (IM): المراسلة الفورية



- This allows you to send messages using the internet.
- Messages could include **texts**, **pictures**, or **videos**.
- **Tools needed:**

  IM software (on computer or a mobile application).

- هي إرسال رسائل لشخص أو أكثر؛ قد تكون نصًا فقط، أو يضاف لها صور أو صوت أو فيديو.
- وتحتاج إلى برامج خاصة بالمراسلة الفورية على الكمبيوتر أو التليفون المحمول.

3 Chat Rooms غُرَف الدردشة



- They are groups usually focus on just one subject, such as:
  Science group – Math group – Games group
- **Tools needed:**
  1. A web broser for internet access, or a mobile application, such as (Internet Explorer – Google Chrome)
  2. A chat room application.

هي عبارة عن (غرفة) تهتم بموضوع ما، مثل: (غرفة للعلوم – غرفة للرياضيات – غرفة للألعاب).

وتحتاج إلى متصفح للإنترنت وتطبيقات غُرَف الدردشة.



Important Note:



- A cell phone application allows you to access different programes, such as:
  1. Email
  2. Video chats
  3. Instant messaging
  4. Social network pages.

- هو تطبيق يتيح لك الوصول المباشر إلى البرامج المختلفة، مثل: البريد الإلكتروني، ومحادثات الفيديو، والمراسلة الفورية، وصفحات التواصل الاجتماعي.

Asynchronous Communication التواصل غير المتزامن

1 Email البريد الإلكتروني



- It allows you to send and receive messages.
- Email is more formal than instant messaging (IM).
- You could use email to reach government agency or company.
- **Tools needed:**
  1. Internet browser (on computer)
  2. Email application (on mobile)
     (Yahoo - Gmail - Hotmail)

يُستخدم لإرسال واستقبال الرسائل الإلكترونية.

يُعد أكثر رسمية من الرسائل الفورية والنصية.

يمكنك استخدام البريد الإلكتروني للتواصل مع هيئة حكومية أو شركة معينة.

وتحتاج إلى متصفح الإنترنت أو تطبيق البريد الإلكتروني.

2 Uploading



- You can share your files on different websites, then others can download them when they are online.
- **Tools used:**
  Just a device connected to the internet.



1 Choose the correct answer:

1. You can make video calls with your friends through your ....
   a. scanner b. mobile phone c. printer
2. .... is a form of simultaneous communication via the internet, which allows watching friends or your family in audio and video.
   a. Instant messaging b. Email c. Video chat
3. Asynchronous communication does not need ....
   a. an instant response b. a web browser c. the internet
4. .... are an example of asynchronous communication.
   a. Chat rooms b. Emails c. TV shows
5. .... communication is sending messages between two people at the same time.
   a. Synchronous b. Asynchronous c. a & b
6. The internet is used to communicate in .... connection.
   a. synchronous b. asynchronous c. a and b
7. .... is more formal than instant messaging.
   a. Email b. Computer c. Chat room
8. .... allows you to communicate in groups and usually focus on one topic.
   a. The internet b. Chat room c. A mobile application

9. To access the internet, we use a browser, such as ....
   a. WhatsApp b. Google c. Facebook
10. .... allows you to communicate directly with one or more people through your computer.
   a. Email b. Mobile app c. Video chat
11. Instant messaging may include ....
   a. videos only b. pictures only
   c. texts, pictures, or videos

2 Put (✓) or (✗):

1. Asynchronous communication is a communication that does not require an immediate response. ( )
2. One of the applications of asynchronous communication is instant video chats and live TV programs. ( )
3. Skype is an asynchronous communication medium. ( )
4. You can communicate with an unknown person online without consulting any of your family members. ( )
5. The email application cannot be accessed on your mobile device. ( )
6. A cell phone application allows you direct chats. ( )
7. Google Chrome is a browser that is used to access the internet. ( )
8. Instant messaging allows you to send text messages, pictures, and videos using the internet. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Email	a. gives you direct access to various programs.
2 Google	b. is a formal way of communication among team work.
3 Video chats	c. may include texts, pictures, or videos.
4 Mobile App	d. allow you to communicate virtually with friends from other countries.
5 Instant Messaging	e. is the most famous browser.

1 .... 2 .... 3 .... 4 .... 5 ....

4 Complete the following sentences using the words between the brackets:

(A cell phone application – Video chats– Google Chrome – Chat rooms – synchronous – asynchronous)

1. Email is considered an example for .... communication.
2. Chat rooms and video chats are examples for .... communication.
3. .... allow you to communicate with other people through your computer virtually.
4. .... is a group in which people talk to each other in a specific topic.
5. .... is one of the most important browsers.
6. .... allows you to access to email, instant messaging, social network pages.

Lesson 5 How to Use E-communication

How to Use ICT Tools to Communicate

Making Video Chats إجراء محادثات الفيديو

To start a video chat:

- Create a link and send it to the participant(s).

If you want to join a video chat:

- Click on the link and wait to be "let in" by the person who initiated it.

لبدء محادثة فيديو: يمكنك إنشاء رابط وإرساله إلى المشارك أو المشاركين.

للانضمام لمحادثة فيديو: يمكنك أن تنقر على الرابط وتنتظر حتى يتم السماح لك بالدخول من الشخص الذي بدأ المحادثة.




You can answer the call by clicking on the phone/video icon.

يمكنك الرد على المحادثة بالضغط على أيقونة الهاتف / الفيديو.





Make sure the microphone and camera are on. تأكد من تشغيل الميكروفون والكاميرا.




Sometimes the person in charge of the chat may turn off other people's microphones.

في بعض الأحيان، قد يغلق الشخص المسئول عن المحادثة ميكروفونات الأشخاص الآخرين.

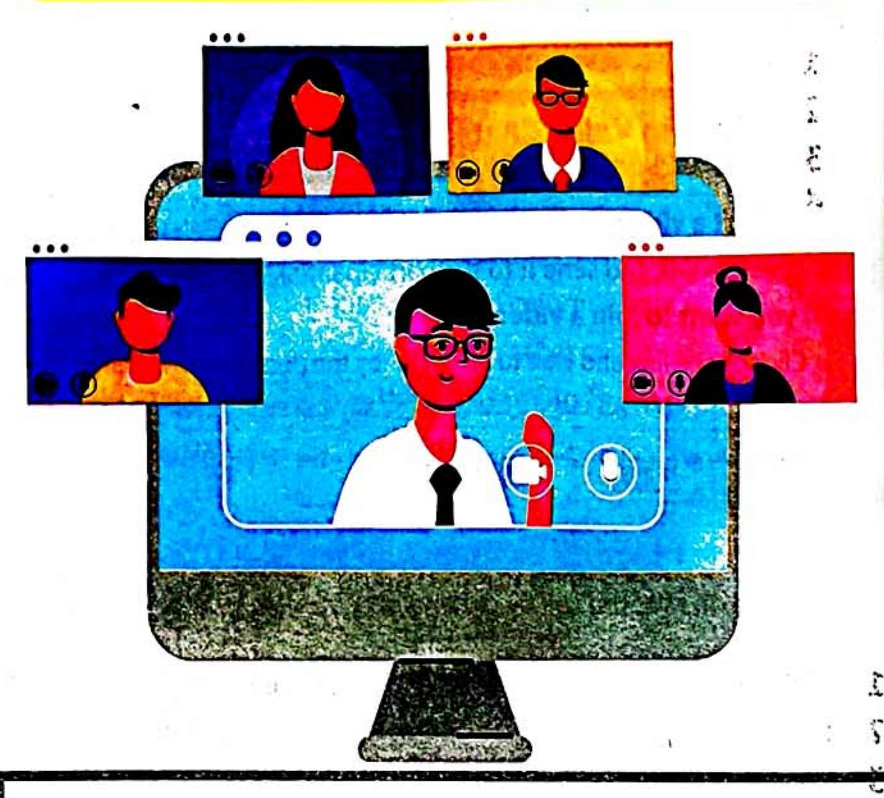


You can mute the microphone or turn off the camera anytime.



يمكنك أنت أيضًا غلق صوت الميكروفون أو إيقاف تشغيل الكاميرا وقتما تشاء.

If the camera is on إذا كانت الكاميرا قيد التشغيل



- Be properly dressed.
- Act as if you are in a public place.
- Speak when it is your turn.
- Make sure there is nothing in the background indicating your address or any personal information you do not want to share.

- ارتدِ ملابس مناسبة.
- تصرَّف كما لو كنت موجودًا في مكان عام.
- تحدَّث عندما يأتي دورك.
- تأكد من عدم وجود أي شيء في الخلفية يشير إلى عنوانك أو أي معلومات شخصية لا تود مشاركتها.

Chat Rooms غُرَف الدردشة



In the chat room:

1. You can simply type and send your comment.
2. You can also reply to messages.
3. Some participants may reply to your message.
4. Anyone who has access to the chat room will be able to read your messages, so:
   – Be polite. – Be helpful. – Be positive.

في غرفة الدردشة:

1. يمكنك ببساطة كتابة تعليقك وإرساله.
2. كما يمكنك الرد على الرسائل.
3. قد يرد بعض المشاركين على رسالتك أيضًا.
4. أي شخص لديه حق الوصول إلى غرفة الدردشة سيكون قادرًا على قراءة رسائلك؛ لذلك:
   – كن مهذبًا. – مفيدًا. – إيجابيًا.

Instant Messaging المراسلة الفورية

1. Click on the name of the person you want to chat with.
2. Type your message.
3. Click on the "Send" icon.

Instant messaging is a fun and informal way to communicate:

– You can use short phrases instead of full sentences.

– You can use emotions and images to communicate, but it is important to be ethical while dealing with others.

1. اضغط على اسم الشخص الذي ترغب في الدردشة معه.
2. ثم اكتب رسالتك.
3. انقر على أيقونة «إرسال».

تُعد المراسلة الفورية وسيلة ممتعة وغير رسمية للتواصل:

– يمكنك استخدام عبارات قصيرة بدلًا من الجُمَل الكاملة.

– يمكنك استخدام الرموز والصور للتواصل، لكن من المهم التحلي بالأخلاق في التعامل مع الآخرين.

Email البريد الإلكتروني

To :
Cc :
Subject :

» ***It is common to use emails in more formal situations, such as:***

1. Creating an account on the Egyptian Knowledge Bank.
2. Writing to your teacher.

» ***To send an email to someone:***

1. Type their email address in the "To:" field.
2. Then provide clear information in the subject line.

- **When writing an email, make sure to:**
  - Use proper grammar.
  - Be polite and clear.
  - Use greetings and endings.
- **If you're sending attachments, make sure the information you're sending is secure and accurate.**

« من الشائع استخدام رسائل البريد الإلكتروني في المواقف الأكثر رسمية، مثل:

1. إنشاء حساب على بنك المعرفة المصري.
2. مراسلة معلمة.

« لإرسال بريد إلكتروني إلى شخص ما:

1. اكتب عنوان بريده الإلكتروني في خانة «إلى To».
2. ثم قدِّم معلومات واضحة عن موضوع الرسالة في سطر الموضوع Subject.

- عند كتابة رسالة بريد إلكتروني، تأكَّد من:
  - استخدام القواعد النحوية الصحيحة.
  - كن مهذبًا وواضحًا.
  - استخدم عبارات التحية والختام.
- إذا كنت ترسل مرفقات، فتأكد من أن المعلومات التي ترسلها آمنة ودقيقة.

Send



1 Choose the correct answer:

1. To start a ...., you must create a link and send it to the participants.
   a. conversation b. chat room c. video chat
2. When the camera is turned off during a video chat, ...
   a. be properly dressed b. anyone can see you c. no one can see you
3. To start a video chat, you must create a/an ....
   a. email b. link c. video
4. The .... application is used to conduct group video chats.
   a. Skype b. EKB c. Augmented reality
5. The last step for instant messaging is ....
   a. writing the message
   b. pressing the "Send" icon
   c. pressing the "Contact List" icon
6. It is common to use .... in more formal situations.
   a. emails b. instant messaging c. chat rooms
7. You can write the title of your message via email in the field ....
   a. "From" b. "Subject" c. "Attachments"
8. You can send long text messages over the internet through ....
   a. interactive map designer b. emails
   c. video chats

9. Anyone who has access can enter ....
   a. the video chat   b. your account   c. the chat room

10. We must add greetings and endings when using ....
   a. emails   b. instant messaging   c. chat rooms

2 Put (✓) or (✗):

1. Anyone can enter the video chat without needing permission. (   )
2. No one in the video chat will be able to see you if your camera is turned on. (   )
3. You can turn the microphone and camera on or off during video chat. (   )
4. You cannot turn off your microphone or camera after you start the video chat. (   )
5. In chat rooms, you cannot reply to messages. (   )
6. Instant messaging is a fun and formal way to communicate. (   )
7. Video chat is considered an example of synchronous communication. (   )
8. We use the email to create an account on the Egyptian Knowledge Bank. (   )
9. You can write the email of the person you're sending the message to in the "Subject" field. (   )
10. During writing an email, don't forget to use greetings and endings. (   )

3 Complete the following sentences using the words between the brackets:

(video chat - Send- Instant messaging - phone/video - email)

1. When writing a message on ...., you must use greeting and ending phrases.
2. During the video chat, you can reply to the conversation by clicking on the .... icon.
3. To join a ...., you have to click on its link and wait for it to be done "Allowing you to enter" by the person who started the conversation.
4. To send an instant message, click on the "...................." icon.
5. .... is a means of communication that enables you to use short phrases as well as symbols and images to communicate.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. Chat room	a. is a fun and informal way to communicate.
2. Video chat	b. is a formal way to communicate.
3. Instant messaging	c. Anyone can have access to join it.
4. Email	d. You need a permission to enter it.
	e. It contains a digital library that helps students.

1. ....  ....  ....  ....



Al Faez Questions



✶ First: Complete the following sentences from the brackets:

1. Travel is made more convenient by booking tickets for ……... online. (trains – buses – airplanes – All of the above)
2. The ……. help people to connect with each other, to exchange opinions, and build good relationships. (digital communication - Super Market – Schools - Clubs)
3. Many historical and cultural sites can be visited by purchasing tickets easily through a website by clicking on preferred choice. (historical – cultural – historical and cultural – Schools)
4. There are a wealth of information at everyone's fingertips with the ……. website. (EKB - The YouTube – Facebook - WhatsApp)

✶ Second: Put (✓) or (×):

1. All Egyptians can pay their bills through the appropriate app available online ( )
2. William Tyner works to find real solutions to problems that benefit local communities. ( )
3. In Egypt, there are not ways in which digital tools can help its citizens. ( )
4. In Egypt, it has become difficult to book train or plane tickets Online. ( )



Al Faez Questions



✶ First: Complete the following sentences from the brackets:

1. If you ….. you've created to the internet, you have the right to protection from piracy.
   a) Upload videos. b) Upload songs.
   c) Upload stories. d) All of the above.

2. …………..... is the ability to use digital technology ethically, responsibly, and safely.
   a) Digital citizenship. b) Digital footprint.
   c) Piracy. d) Responsibility.

3. Stay safe online …………….
   a) By using updated software.
   b) Monitoring online screen time.
   c) By setting strong passwords.
   d) All of the above.

✶ Second: Put (✓) or (×):

1. You should be ethical and responsible by treating others online with respect. ( )
2. You have the right to use the Internet when you need or want to, with no respect for the law. ( )
3. You must commit piracy, with the aim of sharing or selling digital content to others. ( )

- EKB providing Egyptian citizens with access to learning materials in the digital library.
- The webinars provide guidance and tips on how to register on the website and use it.
- You can search for a video to show you how, step-by-step! to create healthy meals.
- If you have a skill you'd like to share online, you can use a video-sharing platform to post your own video.
- Common communication apps are the messaging app WhatsApp, the social media platform Facebook, and the virtual meeting app Skype.



Al Faez Questions



★ **First: Complete the following sentences from the brackets:**

1. …….. can provide the students who can't leave their home due to health issues, with the connection they need.
   (Digital citizen - Digital devices - learn languages)
2. …….. providing Egyptian citizens with access to learning materials in the digital library.
   (EKB - Face book - Social media)
3. You can use ……… platforms to learn or to teach new things.
   (Skype - video-sharing - WhatsApp)
4. The webinars provide guidance and tips on how to ……… on the website and use it. **(website - Webpage - register)**

5. One of the popular communication the social media platform. .... and the virtual meeting app Skype.

(Facebook - Webpage - Website)

6. As a digital citizen, you use .... to learn, to share, and to communicate.

(video chat - ICT tools - Online)

7. .... provides support for people of determination.

(Technology - ICT tools - Online)

★ Second: Put (✓) or (×):

1. Information and communication technology has no positive Effects. (   )
2. In 2018, the Libyan government provided digital tools and resources that can help you enjoy your time. (   )
3. You use ICT tools to learn, to share, and to communicate as a digital citizen. (   )
4. Digital devices can not be beneficial when unexpected events us, making us unable to leave our homes. (   )
5. EKB holds webinars for teachers, students, and parents. (   )
6. The webinars provide guidance and tips on how to register on the website and use it. (   )
7. You can work with classmates outside of school online a project, virtually. (   )

resources for example: sending a file via email, recorded educational programs.

- **Video chats:** These allow you to communicate live with one or more people via your mobile device or computer.
- **Tools needed:** Device with a camera and speakers, and an application, or video chat software.
- **Instant messaging:** allows you to send messages using the internet. Messages could include text, or also pictures or videos.
- **A cell phone application:** is an application that runs on your mobile device, access to email, instant messaging, social network pages, and video.
- **Chat rooms:** These allow you to communicate in a group.
- They usually focus on just one particular subject.
- **Email:** This allows you to send and receive messages.
- Emails are a little more formal than IMs. For example, you could email your teacher about a school project. You could also use email to reach out to a government agency or an official.



Al Faez Questions



★ First: Complete the following sentences from the brackets:

1. Synchronous communication is that occurs at the same time with instant responses, live television shows, instant chat rooms.
(video chats - live television shows - All of the previous)



2. Asynchronous communication does not require an .....

(instant response - Internet - Computer)

3. Instant messaging allows you to send messages using the internet. Messages could include ....

(just text - just pictures - text, pictures or videos)

4. Asynchronous communication to transferring information or files using digital tools such as sending a file via email, recorded educational programs.

(files - information - information or files)

5. .... allow you to communicate live with one or more people via your mobile device or computer.

(Information - Video chats - files)

6. .... is an application that runs on your mobile , allows you direct chats.

(Cell phone application - Files - Internet)

★ Second: Put (✓) or (×):

1. Asynchronous communication to transferring information or files between two people or more necessarily at the same time. ( )
2. Synchronous communication used only to Video chats. ( )
3. Cell phone application, does not allows you direct chats.( )
4. Asynchronous communication to transferring information or files using various digital tools and resources. ( )





Al Faez Questions



✶ First: Complete the following sentences from the following:

(microphone and camera - Emails - chat room - writing - link)

1. To start a call, you create a ...... to send to the participant(s).
2. It's common to use .... in more formal situations, such as creating an EKB account.
3. In the ...... you can write your comment and send it.
4. To making video chats, make sure your .... are on.
5. When .... an email, be sure to use proper grammar.

✶ Second: Put (✓) or (×):

1. Anyone with access to the chat room will not be able to read your messages. ( )
2. If you're sending, attachments, be sure the information you're sending is not safe. ( )
3. If you're join in a call, you click on a link and wait to be "get out". ( )
4. When writing an email, be sure use greetings and endings. ( )
5. Instant messaging is a fun and informal way to communicate. ( )





Activity 1 Mark the correct statement with (✓) and the wrong one with (✗):

1. The interactive whiteboard is the only ICT tool. ( )
2. William Tyner specialized in cultural human science field. ( )
3. ICT tools are important to facilitate the process of rapid communication. ( )
4. Tickets can be booked in an easier way through modern information technology. ( )
5. The computer is one of the most important ICT tools. ( )
6. The Internet became one of the most important and fast ways to search and communicate with others easily. ( )
7. The Internet should used by a positive way. ( )
8. (EKB) is considered one of the most important Egyptian digital libraries. ( )
9. Using the internet wisely is considered one of the most important stages of accessing correct information. ( )
10. Information technology could be used in a secure manner. ( )

Activity 2 Choose the correct answer from the words between brackets:

(Digital books - William Tyner - digital education - interactive whiteboard - organizations and government - technological education – computers)

1. .... is specialized in cultural human science field.
2. Examples of ICT tools are .... , ... and ....
3. .... both can use ICT tools.
4. .... is an example of Digital information technology.



Activity 3 Draw an icon for each app:

1. WhatsApp
2. Facebook
3. Twitter
4. Telegram
5. YouTube
6. Google
7. messenger

Activity 4 Match from (A) to the suitable answer from (B):

A	B
Social media program	Egyptian Knowledge Bank بنك المعرفة المصري
Search engine	
EKB	Google



Activity 1 Mark the correct statement with (✔) and the wrong one with (✗):

1. Digital citizen is inability to use technology tools. ( )
2. The digital footprint is very important for the presence of your information. ( )
3. Everyone has the right to protect his information against piracy. ( )
4. One of the advantages of the Internet is to deal with others in a civilized way. ( )
5. You must make balance between using the internet and dealing with others. ( )

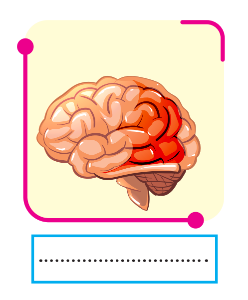
Activity 2 Choose the correct answer from the words between brackets:

(Sharing – digital citizen – digital footprint – Piracy)

1. .... is every action you do on the internet.
2. .... information on the internet has a responsibility.
3. .... means sharing a content illegally.
4. .... is the ability of using technology tools.

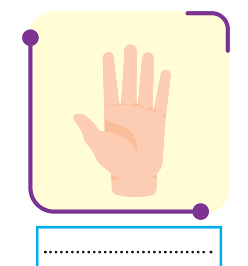
Activity 3 Put the statement number under the suitable image:

(Communication - Culture - Health - Law - Rights and Responsibility)


....


....


....


....


....

Activity 4 Match from (A) to the suitable answer from (B):

A	B
1 The ability to use technology tools	(a) Piracy
2 Sharing a content illegally	(b) Digital footprint
3 Every action you do on the internet	(c) Digital citizen

Activity 5 Compare between duties and rights of digital citizen:

Rights	Duties

Activity 6 Read and answer:

1 How to be a digital citizen ?

....

2 What is the meaning of footprint?

....





Activity 1 **Mark the correct statement with (✔) and the wrong one with (✗):**

1. One of the advantages of ICT tools is that it saves time and effort. (   )
2. WhatsApp and Facebook are the most popular apps. (   )
3. It is not possible to share a video clip from the Internet on your personal page. (   )
4. The computer is one of the most important ICT tools. (   )
5. The (EKB) provides seminars for teachers, students and parents. (   )
6. The Egyptian government provided digital devices in 2018. (   )

Activity 2 **Choose the correct answer from the words between brackets:**

(Whatsapp – Desktop computer – Facebook – EKB – Mobile phone)

1. .... presents seminars, instructions and advice on how to register on the site and use it.
2. .... is a computer used at home or companies.
3. One of the most popular social networking applications is ....
4. .... is a computer that is easy to bring with you anywhere.



Activity 3 Put the statement's number under the suitable picture :



1 Whatsapp   2 Facebook   3 Laptop   4 Desktop   5 Skype

Activity 4 What are the advantages that (EKB) provides for :

1 Teachers:

....

....

2 Students:

....

....

3 Parents of students:

....

....

Activity 5 Explain how could you use ICT tools to search about a particular subject :

....

....

....

....



Sinbad's activities

Activity 1 Mark the correct statement with (✔) and the wrong one with (✗):

1 Asynchronous communication is the exchange of information at the same time. ( )

2 One of the necessary tools for the communication process is the Computer. ( )

3 The chat room consists of a group of people to discuss a specific topic. ( )

4 E-mail is not a social communication tool. ( )

5 Upload is the process of downloading files from the internet to your computer. ( )

Activity 2 Choose the correct answer between brackets:

(synchronous - Computer – E-mail – Facebook– Chat)

1 .... is one of the communication tools to upload files.

2 There are two types of communication: .... and asynchronous.

3 .... allows you to send messages using the Internet.

4 .... means connecting several people in a room to discuss a specific topic.

5 .... is a necessary tool for the communication process.

Activity 3 Type kinds of communication tools? and which one you prefer?

....

....

....

....

Activity 4 Match from (A) to the suitable answer from (B):

A	B
You can share your files on a various websites by	chat
Exchange of files between people at the same time	e-mail
You can Send a message to your friend via	uploading
A group of people communicate with each other	synchronous

Activity 5 How can we use communication tools at educational process?

....

....

....

....





Self-assess

Q1 Choose the correct answer: 10

1. Every action you do on the internet is a ....
   (e-mail – chat – digital footprint)
2. It's better to use the Internet in a .... way.
   (negative – positive – fast)
3. You can communicate with others through ....
   (whatsapp – facebook – both are right)
4. The ability to use technology tools means ....
   (digital citizen – synchronous – e-learning)
5. Digital technology are such as ....
   (meetings – going to School – distance learning)

Q2 Mark the correct statement with (✔) and the wrong one with (✗): 10

1. It's ok to use the internet more than interacting with those around. (   )
2. William Tyner specialized in human science and culture field. (   )
3. Digital devices can't help people of determination. (   )
4. Chat room must consists of two persons. (   )
5. (EKB) is one of the most important Egyptian digital libraries. (   )

Q3 Complete from words between brackets: 10

(Piracy –Synchronous – Cellphone – Interactive whiteboard – uploading)

1. An example of ICT tools is ....
2. It's an condition to be present at this type of communication ....
3. .... means sharing a content illegally.
4. You can exchange your information through .... files.
5. .... is a computer easy to bring anywhere.

Lesson 1: Active Explorer

Digital technology :
Through it we can learn, research, socialize, read the news, complete school projects, communicate with frieds and my family

التكنولوجيا الرقمية :

يمكننا من خلالها التعلم والبحث والتواصل الإجتماعى ومعرفة الأخبار وإنجاز المشروعات المدرسية والتواصل مع الأصدقاء وأفراد أسرتى

William Tyner:
He is a cultural anthropologist, technologist, and filmmaker

هو عالم فى مجال علوم الإنسان الثقافية وخبير تكنولوجي وصانع أفلام

He used digital technology in a positive way as:

قام باستخدام التكنولوجيا الرقمية بطريقة إيجابية حيث :

Help others become successful digital citizens

- **ساعد الأخرين على أن يصبحوا مواطنين رقميين ناجحين**

Design technological and digital tools

- **قام بتصميم أدوات ووسائل تكنولوجية ورقمية سهلة الإستخدام**

Design some applications that facilitate the performance of some work

- **تصميم بعض التطبيقات التى تسهل أداء بعض الأعمال**

He worked to find solutions to problems so that society could benefit from his work

- **عمل على ايجاد حلول للمشكلات لكى يستفيد المجتمع من عمله**

- He worked for many organizations that provide many services that help others

- عمل لدى منظمات كثيرة توفر الكثير من الخدمات التى تساعد الأخرين

(Booking tickets for trains, buses, flights and visiting historical sites through the Internet)

(حجز تذاكر القطارات والأتوبيسات والطيران وزيارة المواقع التاريخية من خلال الانترنت)

Lesson Two: Digital Citizenship

Digital Citizenship:
It is the ability to use digital technology in an ethical, responsible and safe that helps you use and benefit from digital technology and protect your digital footprint.

المواطنة الرقمية:

هى القدرة على إســتخدام التكنولوجيا الرقمية بطريقة أخلاقية ومســئولة وأمنة وتســاعدك على استخدام التكنولوجيا الرقمية والإستفادة منها وحماية بصمتك الرقمية

Digital footprint:
It is a record of everything you do on the Internet, such as:
the websites you visit, the messages you send, the information you provide on the Internet, and everything you share on the Internet with others.

البصمة الرقمية:

- هى سجل خاص بكل ما تفعله على الإنترنت مثل : المواقع الإلكترونية التى تزورها والرسائل التى ترسلها والمعلومات التى تقدمها على الإنترنت وكل ماتشاركه على الإنترنت مع الأخرون

- It is important to share your information and the information of others safely and responsibly

من الضرورى مشاركة معلوماتك ومعلومات غيرك بأمان وبمسئولية

The digital citizen has rights and responsibilities

المواطن الرقمي له حقوق وعليه مسئوليات

Rights الحقوق:

You have the right to be protected from hacking of your files, information, videos or stories and not to be shared by anyone without your consent

لك حق الحماية من القرصنة على ملفاتك أو معلوماتك أو فيديوهاتك أو قصصك وألا يشاركها أحد دون موافقتك

You have the right to communicate and interact with others

لك الحق فى التواصل والتفاعل مع الأخرين

You have the right to share your information and files and get them from the Internet with crediting source

لك الحق فى مشاركة معلوماتك وملفاتك والحصول عليها من الإنترنت مع ذكر مصدرها

You have the right to use the Internet at any time and any place in accordance with law

لك الحق فى إستخدام الإنترنت فى أى وقت وأى مكان وفقا للقانون

Responsibilities المسئوليات

You must not share other people's content without their consent

عليك ألا تقوم بمشاركة محتوى الأخرين دون موافقتهم

You must crediting source

عليك ذكر المصادر

You must have a positive and ethical behavior in your use of the Internet

عليك التحلى بالسلوك الإيجابي والأخلاقى فى استخدامك للإنترنت

Never hack protected content in order to share it with others or sell it

لا تقوم بقرصنة محتوى خاص بأحد بهدف النشر أو البيع

Lesson Three: The Positive Effects of Information and Communication Technology

الأثار الإيجابية لتكنولوجيا المعلومات

- Providing digital books and activities
- Watch videos and TV channels of education experts
- Helping people of determination who have difficulty speaking to communicate with others and learn languages through pictures
- Helping people with health problems who cannot leave their homes and go to school in communicating with the teacher
-

- **توفير الكتب الرقمية والأنشطة**
- **مشاهدة مقاطع الفيديو والقنوات التلفزيونية لخبراء فى التعليم**
- **مساعدة الأشخاص ذوى الهمم ممن يعانون من صعوبة فى التحدث على التواصل مع الأخرين وتعلم اللغات من خلال الصور**
- **مساعدة الأشخاص الذين يعانون من مشاكل صحية ولايستطيعون مغادرة منازلهم والذهاب للمدرسة فى التواصل مع المعلم**

Such as Egyptian Knowledge Bank website:
It contains a digital library that helps students, teachers and parents to access scientific materials

مثل موقع بنك المعرفة المصري:

حيث يحتوى على مكتبة رقمية تساعد الطلاب والمعلمين وأولياء الأمور فى الوصول للمواد العلمية

Also from the positives (video sharing platforms–Social Media)

من الإيجابيات أيضا (منصات مشاركة مقاطع الفيديو – التواصل الإجتماعي)

Video sharing platforms:

It is used to learn new things through videos or to teach them to others through videos that you have prepared (you have a skill and you like to teach it to others, such as football - electronic games–programming–Languages ...)

منصات مشاركة مقاطع الفيديو :

- تستخدم لتعلم أشياء جديدة من خلال مقاطع فيديو أو لتعليمها للأخرين من خلال مقاطع فيديو قمت بإعدادها أنت (لديك مهارة معينة وتحب ان تعلمها لغيرك مثل كرة القدم - الألعاب الإلكترونية – البرمجة – اللغات ...)

You should ask your teacher or family member before posting anything online

- لابد من استشارة معلمك أو أحد أفراد أسرتك قبل نشر أى شئ عبر الإنترنت

Socializing :

It is communicating with others via the Internet, whether by voice, audio, video, or just writing. You can socialize online as well

التواصل الإجتماعي :

- وهو التواصل مع الأخرين عبر الإنترنت سواء بالصوت أو الصوت والصورة أو بالكتابة فقط

You can virtually work with your classmate on a project

تشارك زملائك فى مشروع خاص بالمدرسة

Join a group that share the same interest as you (sports–the games–the movies ...)

تشارك فى إحدى المجموعات التى تشاركك نفس الإهتمام (الرياضة – الألعاب – الأفلام ...)

You should ask your teacher or a family member before joining a group or communicating with others

- لابد من استشارة معلمك أو أحد أفراد أسرتك قبل الإنضمام لمجموعة أو التواصل مع الأخرين

مثل (واتساب WhatsApp – فيسبوك Facebook – سكايب Skype)

Lesson Four: Online Communication

Synchonous connection:

It is sent messages, information and files between two or more people at the same time through
(Video chats–TV Shows–instant chat rooms)

الإتصال المتزامن :

وهو تبادل الرسائل والمعلومات والملفات بين شخصين أو أكثر فى نفس التوقيت من خلال

(محادثات الفيديو – البرامج التليفزيونية – غرف الدردشة الفورية)

Video Chats محادثات الفيديو

Allows you to communicate live with one or more people through your computer or your phone

- تتيح لك التواصل المباشر مع شخص أو أكثر من خلال جهاز الكمبيوتر الخاص بك

And you need (a camera, a speaker and an application for video chats)

- و تحتاج إلى (كاميرا ومكبر صوت وتطبيق خاص بمحادثات الفيديو)

Instant messaging (IM) المراسلة الفورية

It is sending messages to one or more people that may be text or add pictures, audio or video

- وهى ارسال رسائل لشخص أو أكثر قد تكون نص فقط أو تضاف إليه صور أو صوت أو فيديو

And you need an instant messaging program on your computer or mobile phone

- وتحتاج إلى برنامج خاص بالمراسلة الفورية على الكمبيوتر أو التليفون المحمول

Mobile Application **Cell Phone**:
It is an application that gives you direct access to diffrent programs such as e-mail, instant messaging, social networking pages, and video chats

تطبيق التليفون المحمول Cell Phone :

هو تطبيق يتيح لك الوصـــول المباشـــر إلى برامج مختلفة مثل البريد الإلكترونى والمراســلة الفورية وصفحات التواصل الإجتماعي ومحادثات الفيديو

Chat rooms:
It is a group (room) interested in a topic such as
(Tech group– A group for science - math group –game group…)

غرف الدردشة Chat rooms :

وهى عبارة عن مجموعة (غرفة) تهتم بموضوع ما مثل **(غرفة للتكنولوجيا – غرفة للعلوم - غرفة للرياضيات – غرفة للألعاب ...)**

People talk to each other about a topic. They focus on one particular subject

ويقوم الأشخاص بالنقاش مع بعضهم حول موضوع معين ويتم التركيز على موضوع واحد

And you need a web browser like
(**Internet Explorer - GoogleChroome**) and a **chat room** app

وتحتاج إلى متصفح للإنترنت مثل **(Internet Explorer – Google Chroome) وإحدى تطبيقات غرف الدردشة**

Asynchronous communication:

Communication that does not require an instant response , such as (Recorded educational programs–Recorded explanation videos–Send a file by e-mail)

الإتصال غير المتزامن :

الإتصال الذى لايتطلب استجابة فورية مثل

(البرامج التعليمية المسجلة – فيديوهات شرح مسجلة – ارسال ملف على البريد الإلكترونى)

البريد الإلكترونى E-mail

It is used to send and receive electronic messages that may be text or contain an audio recording, image or video

يستخدم لارسال واستقبال الرسائل الإلكترونية التى قد تكون نصا أو تحتوى على مرفقات مثل تسجيل صوتى أو صورة أو فيديو

It is more formal than instant messaging and text

وتعد أكثر رسمية من الرسائل الفورية والنصية

And you need a web browser to access the email website **(Yahoo - Gmail - Hotmail**...)

وتحتاج إلى متصفح الإنترنت browser للوصول إلى موقع البريد الإلكترونى

(Yahoo – Gmail – Hotmail ...)

Lesson Five: How to use electronic communication

How do we use information and communication technology tools in communication?

How to video chat كيفية إجراء محادثات الفيديو:

To start a video chat, you must create a **link** and send it to others(participant)

لبدء محادثة الفيديو لابد من إنشاء رابط Link وإرساله للأخرين (المستقبل للرسالة)

To join the video chat, you must click on this link and wait for the other allow you to

للإنضمام لمحادثة الفيديو يجب الضغط على هذا الرابط وانتظار موافقة الأخر والسماح لك

Make sure the microphone is turned on so that you can talk and listen to others(microphone is on)

تأكد من تشغيل الميكرفون لكى تستطيع التحدث والاستماع للأخرين

Make sure to turn on the camera to be able to see you and for others to see(camera is on)

تأكد من تشغيل الكاميرا للتمكن من رؤيتك ولمشاهدة الأخرين

Make sure to wear appropriate clothing(be properly dressed)

تأكد من إرتداء ملابس مناسبة

Make sure that there is nothing in the background that indicated your address or personal information

- تأكد من عدم وجود شئ فى الخلفية يشير إلى عنوانك أو معلومات شخصية لاتود مشاركتها

chat rooms:
It is a group (room) interested in a topic such as
(Technology - sports - games...)

غرف الدردشة:

وهى عبارة عن مجموعة (غرفة) تهتم بموضوع ما مثل

(غرفة للتكنولوجيا – غرفة للرياضة – غرفة للألعاب ...)

You can type and submit your comment, reply to messages too

قم بكتابة تعليقا وارسله ويمكنك الرد على الرسائل وتشاركوا بعض الحديث

Be polite, helpful, positive

كن مهذبا ومفيدا وإيجابيا

Who has access to the chat room will be able to read your messages

من له حق الدخول للجروب يستطيع قراءة رسائلك

Instant Messaging:
Click on the name of the person you want to chat with, write your message, and then click send icon

المراسلة الفورية:

قم بالضغط على اسم الشخص الذى ترغب فى مراسلته واكتب رسالتك ثم اضغط ارسال

Use phrase instead of full sentences and add symbols,emoticons and pictures to communicate

استخدم جمل قصيرة بدلا من الجمل الكاملة وقم بإضافة الرموز والصور للتواصل

البريد الإلكترونى E-mail :

Use emails in more formal situations such as creating EKB account and writing to your teacher

استخدام البريد الإلكترونى يكون فى مواقف أكثر رسمية مثل إنشاء حساب على موقع بنك المعرفة المصري أو مخاطبة معلمك ومراسلة الأخرين

To send an email to someone

type his email address in (**to**) field

Then the title of the message in (**Subject**)

Then write the subject and send it through (**Send**)

لإرسال رسالة بريد إلكترونى إلى شخص ما

اكتب عنوان بريده الإلكترونى فى خانة (إلى أو TO)

ثم عنوان الرسالة فى (الموضوع Subject)

ثم اكتب الموضوع وقم بارساله من خلال (ارسال Send)

Make sure you use the correct grammar and ensure that attachments sent are safe and accurate

تأكد من استخدام القواعد النحوية الصحيحة وتأكد من أن المرفقات المرسلة أمنة ودقيقة

Be polite and clear, Use greeting and ending

كن مهذبا وواضحا واستخدم بداية بها تحية للمرسل إليه وخاتمة أو نهاية للرسالة



FOURTH grade primary – second semester
Information and communication technology
lessons (1-4) Review – paper (1)

Q1: Traveling by trains and planes has become easier because of the possibility of booking tickets through.......................

A	Internet	B	travel companies	C	booking offices

Q2: .... helped citizens to communicate, exchange information .

A	Schools	B	companies	C	digital tools

Q3: There is an abundance of reliable information available to everyone thanks to............ website .

A	YouTube	B	EKB	C	Facebook

Q4: Among the services provided by.................. site is the date and schedules of exams.

A	Ministry of Health	B	Ministry of Tourism	C	Ministry of Education

Q5: Your family wants to buy tickets for the opening ceremony of the Grand Egyptian Museum. You must go to the website of ....

A	Ministry of Health	B	Ministry of Tourism	C	Ministry of Education

Q6: The ability to use digital technology in an ethical, responsible and safe manner

A	digital citizenship	B	digital footprint	C	digital piracy

Q7: A record of everything you do online, including the websites you visited.

A	digital citizenship	B	digital footprint	C	digital piracy

Q8: Illegally trading content with the aim of sharing it or selling it to others.

A	digital citizenship	B	digital footprint	C	digital piracy

Q9: Which of the following situations illustrates commitment to responsibilities while using the Internet?

A	Not to hack protected content	B	Using the internet when needed	C	Sharing information freely

Q10: As a digital citizen, you have the right to ....

A	No one copies your digital footprint	B	Showing positive behavior with others	C	Evaluating what you see and share

Q11: The Egyptian government has provided many digital tools that aim for a successful educational system, such as ....

A	Digital books and activities	B	Educational channels	C	Both of them

Q12: For students who cannot leave their homes, the necessary contact with teachers is provided by ....

A	social media sites	B	video sharing platforms	C	digital devices

Q13: If you want to learn how to prepare a healthy meal, you can search through .....

A	Social media platforms	B	Video sharing platforms	C	Egyptian Knowledge Bank



FOURTH grade primary – second semester
Information and communication technology
lessons (1-4) Review – paper (2)

Q14:............ Enables you to work with your classmates virtually on a project outside the school.

A	Social media platforms	B	Video sharing platforms	C	Egyptian Knowledge Bank

Q15: A friend of yours wants to learn about the history of ancient Egypt, which platform would you recommend?

A	Social media platforms	B	Video sharing platforms	C	Egyptian Knowledge Bank

Q16: Among the common messaging applications ....

A	WhatsApp	B	Facebook	C	Skype

Q17: One of the common virtual meeting applications is ....

A	WhatsApp	B	Facebook	C	Skype

Q18: Among the popular social media platforms ....

A	WhatsApp	B	Facebook	C	Skype

Q19: Which of the following situations is suitable for synchronous communication?

A	Calling the police to report	B	Asking a friend about a trip	C	Calling a classmate to talk

Q20: one of the forms of synchronous communication via the Internet is ?

A	recorded tutorials	B	e-mail	C	instant video chats

Q21: synchronous connection is appropriate when ....

A	between people who do not know each other	B	between friends or family members	C	between people asking you a question that needs thinking

Q22: ...... allows you to communicate in groups, usually focusing on one topic only.

A	chat rooms	B	instant messaging	C	video chats

Q23: It is a form of asynchronous communication and is considered more formal than instant text messages. ....

A	video chats	B	chat rooms	C	email

Q24: Asynchronous communication does not require the presence of .... to transfer files or information between two people.

A	instant response	B	computer	C	internet



FOURTH grade primary – second semester
Information and communication technology
lessons (1-4) Review – paper (3)

Complete the following sentences with suitable words from the brackets:

(Digital footprint – Egyptian Knowledge Bank – piracy – digital citizenship – chat rooms – synchronous communication)

1-Egyptian citizens are allowed access to study materials. through..............

2-The process of communication between individuals or the exchange of information at the same time is called ....

3- You can, through ...., write a comment for the people who share the room with you.

4-..................... enables you to use digital technology in an ethical, responsible and safe manner.

5- ....enables you to form an image of a person through his responses and actions online.

(Digital piracy – Asynchronous – Skype – Synchronous – Computer with Camera – WhatsApp)

1- You need to .... when you have a video chat.

2- Sending a text message via e-mail to a colleague of yours is considered a type of .... communication.

3- The copying of digital content by a person without the permission of its owner for the purpose of selling it is called ....

4 - When the information is urgent, it is preferable to use ....communication.

5- The .... application is used to conduct group video chats.

جروب (كوكب بي سي – محمود ياسين)



FOURTH grade primary – second semester
Information and communication technology
lessons (1-4) Review – paper (4)

Put the word (true) in front of the correct statement and the word (false) in front of the incorrect statement as follows:

1	You can copy scientific content without the permission of its owner	
2	Every trace a person leaves when using the Internet is known as digital citizenship	
3	Skype is an asynchronous communication method	
4	Achieving digital citizenship entails a set of rights and duties	
5	One of the applications of asynchronous communication is instant video chatting	
6	It is important to have morals and etiquette when interacting with others on the Internet	
7	Synchronous communication is appropriate when it is between close family members	
8	Asynchronous communication is appropriate when information is important and quick action is needed	
9	One of the digital citizenship responsibilities is making sure that how you use the Internet is evaluated	
10	As a digital citizen, you do not have the right to share information and entertainment	



FOURTH grade primary – second semester
Information and communication technology
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FOURTH grade primary – second semester
Information and communication technology
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جروب (كوكب بي سي – محمود ياسين)



FOURTH grade primary – second semester
Information and communication technology
lessons (1-4) Review – paper (4)

Put the word (true) in front of the correct statement and the word (false) in front of the incorrect statement as follows:

1	You can copy scientific content without the permission of its owner	false
2	Every trace a person leaves when using the Internet is known as digital citizenship	false
3	Skype is an asynchronous communication method	false
4	Achieving digital citizenship entails a set of rights and duties	True
5	One of the applications of asynchronous communication is instant video chatting	False
6	It is important to have morals and etiquette when interacting with others on the Internet	True
7	Synchronous communication is appropriate when it is between close family members	True
8	Asynchronous communication is appropriate when information is important and quick action is needed	False
9	One of the digital citizenship responsibilities is making sure that how you use the Internet is evaluated	true
10	As a digital citizen, you do not have the right to share information and entertainment	false

Lesson 1 : Explorer in action

William Tyner

- A cultural anthropologist, technologist and film maker .
- He used digital technology in his work, and find real solutions

For problems .

- Works with different organization that help individuals to connect together or provide services that help them.

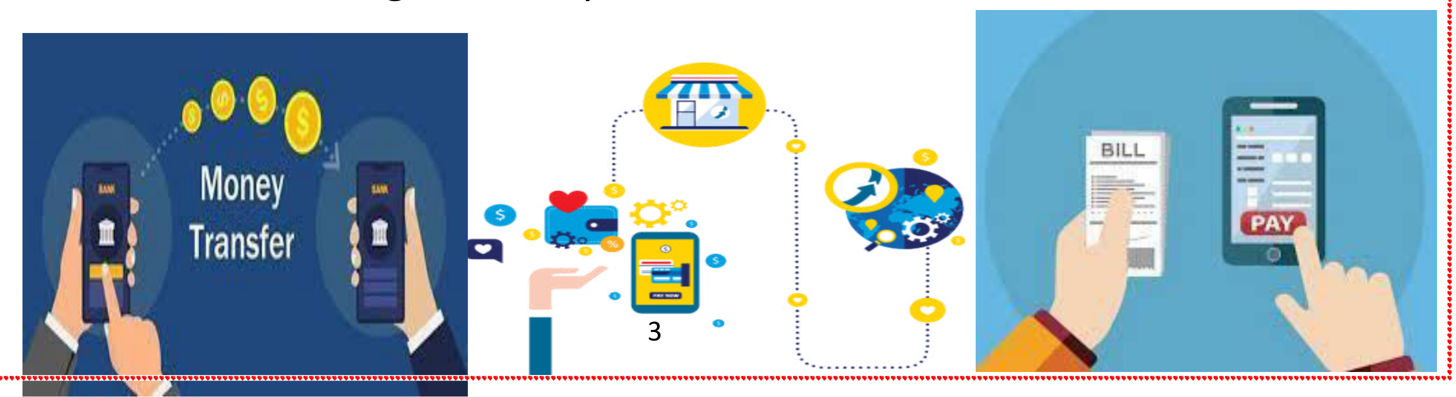


William believes that :

- Using technology in a positive way, helps people become successful digital citizen.
- Digital communication is important for exchanging opinions and forming good relationship.

Importance of the digital tools :

- payment of various bills and money transfers through applications .
- online booking of train, plane and bus tickets .



Exercise

Q1: Choose the correct answers :

1- ……………. help people to build good relationship and exchange opinions.

a. Digital communication

b. Digital footprint

c. Digital citizenship

2- Using technology positively helps people to become……………. citizens.

a. genius

b. successful digital

c. successful

3- Traveling becomes easier by booking tickets for online.

a. trains

b. airplanes

c. all the previous

4- is a digital library that allows Egyptians to access learning materials.

a. EKB

b. Facebook

c. Social media

2 Put (√) or (X):

1- William Tyner is specialized in cultural human field.( )

2- William Tyner works to find solutions to problems that benefit communities. ( )

3- ICT tools facilitate the communication among people all over the World. ( )

4- In Egypt, it is difficult to book tickets for trains or airplanes online. ( )

Lesson 2 : Digital citizenship

Digital citizenship

- The ability to us digital technology in an ethical ,responsible and safe manner ,take advantage of digital technology , and protect your digital footprint.

The Digital foot print

- A record of everything you do online, which includes :
- The website you visit.
- Everything you share with others , and what others share about you .

How to deal with the internet :

- Respect other people and be responsible.
- Use the internet safely by :

  a- Setting strong passwords

  b- Using updated software.

  c- Choosing the websites you visit wisely.

  d- Monitoring the time you spend online.

Piracy (hacking):

The illegal use of content for the purpose of sharing or selling it .



The rights and responsibilities of digital citizenship



The Rights	The Responsibilities
No one copying or sharing your digital fingerprint without your consent. For example, if you upload videos, songs, or stories of your own design or creation on the Internet, you have the right to protection against hacking . ***Hacking*** **is is the illegal use of content with the intent of sharing or selling it to others.** 	Never hack protected content, in order to share it with others or sell it. 
Interact with others online, including: 1) Communicate with your family members, teachers and friends, 2) Spread positive thoughts to help your community, 3) Express your opinions in a way that does not offend others	- Demonstrate positive behavior in your interactions with others online. - You share with your classmates and friends the things you are comfortable saying face to face and the things you love.
- sharing information and entertainment, - and obtained online, while respecting intellectual property rights, - Mention the sources from which you obtained the information.	- Be sure to rate what you are watching or what you are going to share. ask: 1) Is source information safe to view and share? 2) Is the source the result of hacking?
Use the Internet when you need or want it, while respecting the law .	Be sure to evaluate how you use the Internet. 1) Is what you are watching a productive use of time? 2) Does it bring you joy or stress you out? 3) Is the content you are dealing with secure? 4) It is important to strike a good balance between Internet use and personal communication with others.



Digital citizenship:

- is the ability to use digital technology tools in an ethical, responsible and secure manner.
- it helps you to protect your digital footprint.



Digital footprint:

- It's a record of everything you do online, which includes the websites you visit and everything you share with others.
- It may also include what others share about you.



Online piracy (hacking):

- It's the illegal use of content with the aim of sharing or selling it to others.

Lesson 3
Positive effect of ICT

Digital Person : *a person who uses ICT tools to learn and share.*

In 2018 , the Egyptian government provided digital tools and resources to :

- Achieve an educational system based on skills .
- Ensure that all students have access to educational materials .



Positive effects of ICT:

- Use the technology digital tools such as: digital books, activities, watching videos and educational TV channels.
- Help people who have speech difficulties to communicate with others or learn the language in school using images.
- Help students who can't leave their homes with health problems to contact with teachers and materials that needed to learn.

Digital Tools :

- **Video Clips :** (learning or teaching new things) .
  a- learn new things by searching for them through any video
  b- Teach new things by sharing or posting a video of your own making .

- **Social Media**
  a- Communicating with your classmates about project outside school .
  b- Chatting with your friends via videos.
  c- Joining online groups with common interests .





Video sharing platforms:

- A website that lets people upload and share their video clips with the public.
- You can use these platforms to learn new things or teach them.
- Notice to ask a family member or your teacher before share any video online.



Social Media platforms:

- websites and applications that enable users to create and share content or to communicate with others.
- **You can work with your classmates outside of school on a project.**
- You can join an online group with similar interests in sports, movies and games such as chess.
- Common communication apps: Social Media platform Facebook, the messaging app WhatsApp and virtual meeting app Skype.
- Notice to ask your parents or your teacher before join any group or communicate with someone online.



Egyptian Knowledge Bank (EKB):

- It holds webinars for teachers, students and parents, to provide guidance and advice on how to register and use the site.

Egyptian knowledge Bank (EKB)

- Provide Egyptian citizens with access to educational materials in the digital library.
- Holds webinars for teachers , pupils and parents .
- Provide instruction and advice on how to register and use the sites .



The importance of the digital tools :

- They can help a person with speech difficulties to communicate with others .
- Learning the language at schools using pictures.
- Communicating with teachers if you are unable to leave the house.

Common communications Application:

- What's App messaging application.
- Face book social networking platform.
- Skype virtual meeting application.



Exercise

Q: 1Choose the correct answer:

1- .... is a record of everything you do online.

a. Digital technology b. Digital footprint c. Digital piracy

2- All the following help you to stay safe online, except ....

a- setting strong passwords

b- using updated software

c. committing piracy

3- If someone tracks your responses on different social networking sites, it's called ....

a. digital footprint b. digital piracy c. assumptions

4- Which of the following situations demonstrates commitment to responsibilities while using the internet?

a. Pirating a video your friend uploaded on video sharing platforms.

b. Evaluating the content and ensuring that the information is safe for display.

c. Spying on others and copying their digital footprint.

5- No one can copy your digital footprint, this is one of your

a. rights b. privacy c. responsibilities

6- One of your responsibilities while using the internet is to information.

a. share b. evaluate c- receive

Q2: Put (√) or (x):

1- Every trace that a person leaves when using the internet is known as digital citizenship. (   )

2- Achieving digital citizenship entails a set of rights and duties. (   )

3- It is important to have good manners and etiquette when dealing with others online. (   )

4- You have the right to use the internet when you need, with no responsibility. (   )

5- Everyone has the right to protect his content against piracy. ( )

6- You must commit piracy to share or sell digital content to others. (   )

7- Digital citizens can use ICT tools to learn, share, and communicate with others. (   )

8- Digital piracy can help you protect your content from hacking. ( )

9- Using the internet any time you want is one of your responsibilities. (   )

10- Evaluating sources online is one of your responsibilities. (   )

Lesson4
Online Communication

Synchronous communication	Asynchronous communication
• Communication that occurs in real time with instant responses . • Exchanging information or files between two people at the same time. • Such as : - instant video chats - live Tv programs - instant chat room .	• Communication that does not require an immediate response. • Transferring information of files between two or more people without the need for them to be present at the same time. • Such as: - sending a file on e-mail - recorded tutorials.

Synchronous Communication

1-Video chat :

Video chats allow you to communicate directly with one or more persons through your computer .

The tools you need to make video chat : a device with a camera and speakers and an application for video chat.



2-Instant Messaging IM:

- Sending messages to one or more persons that may be texts only with images , audio or video .
- ***The tools you need :*** instant messaging software on your computer or mobile application .

3-Chat room

- They allow you to communicate in groups , and focus on just one topic such as a discussion on a particular academic topics.
- People talk to each other about a specific topic in these rooms.
- You need a web browser like Google chrome and chat room application.

4-Cell phone mobile application:

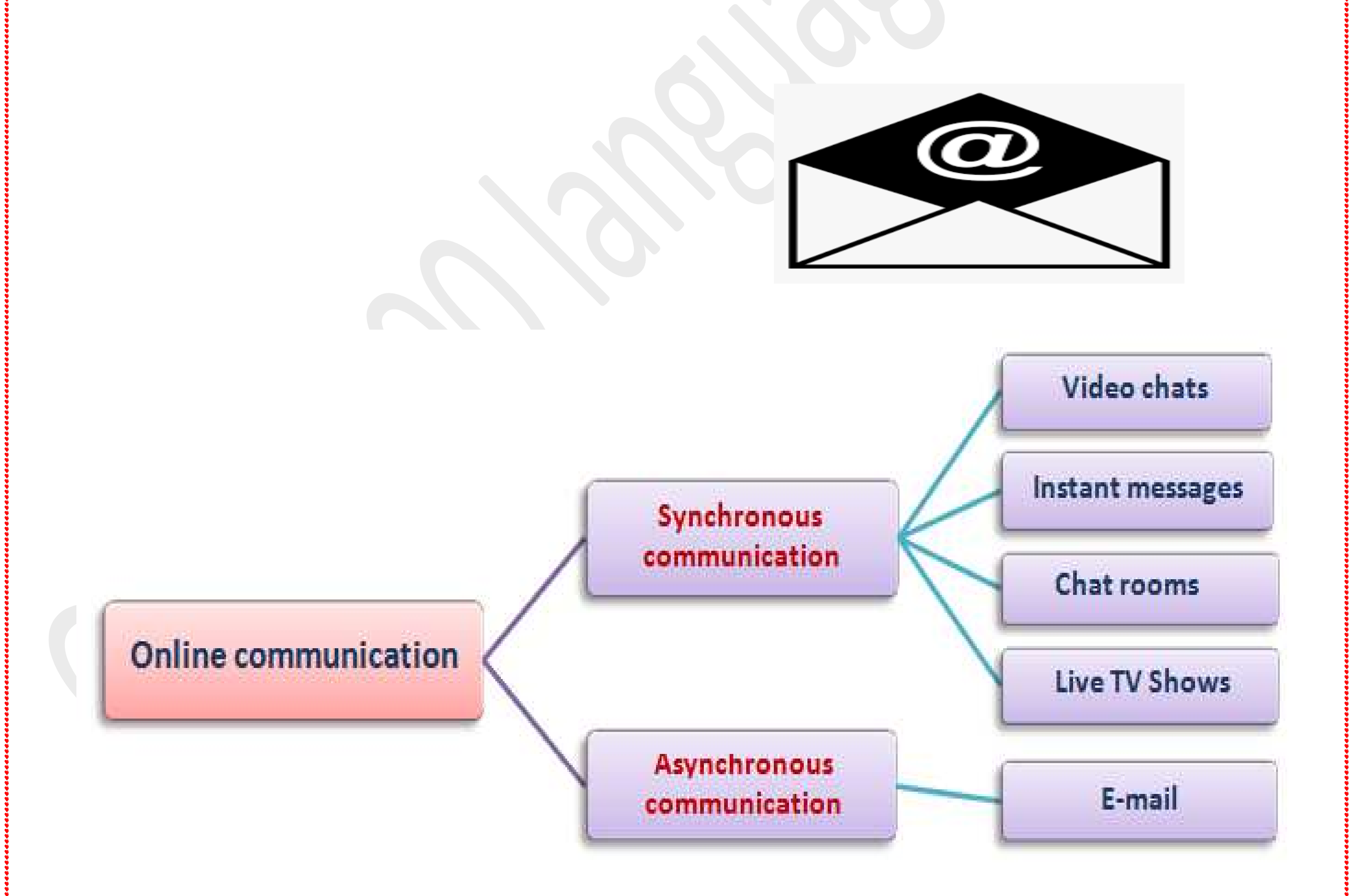
- An application that gives you direct access to various programs in your mobile phone.
- Such as email, instant messaging , social media pages , video chats.
- Some of these application may be pre- installed on your mobile device while others need to be download.

A Synchronous communication

1-Email

- Used to send and receive electronic messages that may be texts or containing an audio recording , image or video.
- It is more formal than instant messaging and texting.
- You need a web browser to access the email website or email application on your mobile device.
- For example:

- Send an email to ask colleague to help you solve problem or to your teacher about a school project .
- Communicate with a governmental body or with an official .



Synchronous Communication

Definition:

- It is a communication that happens in real time by instant responses.
- Transfer of information or files between two persons at the same time by various digital tools such as:
  - Conversations
  - Instant Video
  - Live TV Shows
  - Instant chat rooms

Video chats:

- Allow you to communicate with one or more persons by a digital device.

Needed Tools:

- A digital device with camera and speakers.
- Cell phone application or video chat software.

Instant messages: (IM)

- Allow you to send messages using Internet.
- Messages can include only text or have images or videos.

Needed Tools:

- An instant messaging program on your computer or a mobile application.

Chat rooms:

- Allow you to communicate with groups and discuss one topic only.

Needed Tools:

- Internet browser to access the Internet.
- OR an application for cell phone such as:

Internet Explorer or Google Chrome

Asynchronous Communication

Definition:

- It is a Communication that doesn't require an instant response.
- Transfer of information or files between two or more persons without reply at the same time by various digital tools such as:
  - Sending file by **e-mail**

Recorded educational programs

Email:

- You can use email to send and receive messages.
- Messages are more formal than instant and text messages.

For example:

- Send an email to ask a colleague to help you solve a problem.
- Send an email to your teacher about school project.
- Use an email to communicate with a government agency or with an official.

Needed Tools:

- A web browser to access the email website.

OR

- Email app on your mobile device.



Exercise

Q1: Choose the correct answers :

1- You can make video calls with your friends through your ………..
   a- scanner
   b- mobile phone
   c- printer

2- ……………………….. is a form of simultaneous communication via the internet
   a- Instant messaging
   b- E-mail
   c- Video chat

3- …………………. An example of a synchronous communication
   a- Chat rooms
   b- Emails
   c- Tv shows

4- The internet is used to communicate in …………………… connection .
   a- Synchronous
   b- ASynchronous
   c- A & b

5- Instant messaging may include …………………….
   a- Videos only
   b- Pictures only
   c- Text , videos and pictures

Q2: Put (√) or (X):

1- Asynchronous communication is a communication that does not require an immediate response.

2- One of the applications of asynchronous communication is instant video chats and live TV programs.)

3- Skype is an asynchronous communication medium.

4- You can communicate with an unknown person online without consulting any of your family members.( )

5- The email application cannot be accessed on your mobile device.()

6- A cell phone application allows you direct chats. ( )

7- Google Chrome is a browser that is used to access the internet. ( )

8- Instant messaging allows you to send text messages, pictures, and videos using the internet. ( )

Lesson5
How to use electronic Communication

How to use ICT tools to communicate?

1-Making Video chat

- **To start a call (video chat)**
  1- You create a link to send to the participants
  If you want to join a video chat :
  You have to click on its link and wait until you are allowed to enter by the person who started the video chat .
  2- You can also reply to the video chat by clicking on the phone (video icon).
  3- Make sure the microphone and camera are on , sometimes the person in charge of the chat may turn off other people's microphone.
  4- You can also mute the microphone volume or turn off other people's microphones.
- **If your camera is on(Any one can see you on the call):**
  1- Dress appropriately .
  2- Act as if you are in a public place.
  3- Speak when it is your turn.
  4- Make sure there is nothing in your background that indicates your address or any person information that you do not want to share .





2- Chat rooms

In a chat room

- You can simply type and submit your comment.
- you can also reply to messages . some participants may reply to your message.
- Remember , any one who has access to the chat room will be able to read your messages so, be polite , helpful and positive

3- Instant message:

- Click on the name of the person you want like to chat with .
- Type your message
- Click the “send” icon .

→Instant message is a fun and informal way to communicate :

- You can use short phrases instead of full sentences.
- You can use symbols and images to communicate , but it is important to be ethical while dealing with others .



EMAIL:

Is used in more formal situations such as:

- Create an account on the Egyptian Knowledge Bank.
- Email your teacher.

To send an email to some one :

1- Type their email address in the "to" field .
2- Provide clear information about the of the message in the subject line "subject" .

when writing an email, be sure

- Use the correct grammar.
- Be polite and clear
- Use salutation and closing phrases.
- If you are sending attachments, make sure that the information you are sending is secure and accurate.

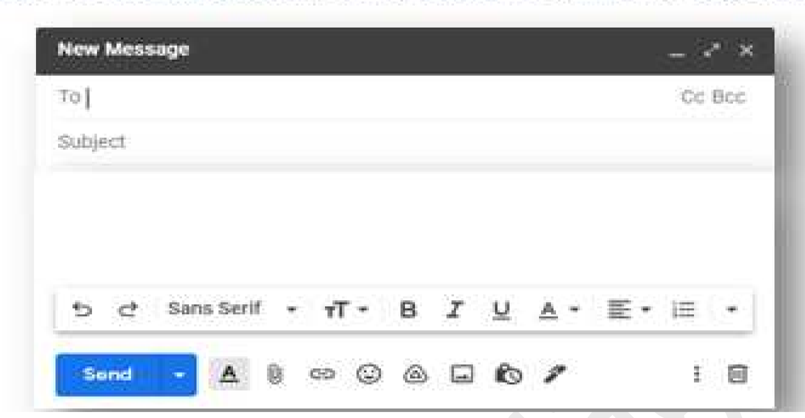


Steps to send an email to someone:

- Type their email address in "to:" line.
- Provide clear information of the message in the "subject:" line.
- When writing an email, make sure to use correct grammar.
- Click the "Send" icon.

Sending email rules:

- Be polite and clear.
- Use greetings and endings.
- Be sure when sending attachments that are safe and accurate.



Exercise

Q1: Complete the following sentences using the words between the brackets:

(video chat - Send- Instant messaging - phone/video - email)

1- When writing a message on …………. you must use greeting and ending phrases.

2- During the video chat, you can reply to the conversation by clicking no the …………….. icon .

3- To join a ……………………you have to click on its link and wait for it to be done "Allowing you to enter" by the person who started the conversation.

4- To send an instant message, click on the "…………" icon.

5- ………………………….. is a means of communication that enables you to use short phrases as well as symbols and images to communicate

Theme 3 Q : Digital Citizenship

Lesson1: Explorer In Action

Q1: Complete: Read the names in the figure below, then put the appropriate name for each logo.

Egyptian Knowledge Bank - Ministry of Tourism and Antiquities - Egypt National Railways - Ministry of Health and Population - Ministry of Education

1	2	3	4	5
……………… ………………	……………… ………………	……… ………	……………… ………………	……………… ………………

Q2: Look at the following situations and decide which organization from Activity 2 would help you find out the information.

Egyptian Knowledge Bank - Ministry of Tourism and Antiquities - Egypt National Railways - Ministry of Health and Population - Ministry of Education

1. The library in your local area is closed, and you need to look for some reference books.. (…………………………………………)
2. You want to know when your school exams are. (…………………………………………)
3. One of your neighbors needs help booking a train ticket. (…………………………………………)
4. Your family wants to book tickets to visit The Egyptian Museum in Cairo. (…………………………………………)
5. You want to register your data or the data of a member of your family so you can get the Covid 19 vaccine. (…………………………………………)

Q3: Complete the following statements from the brackets:

(Egyptian Knowledge Bank - Digital - Digital Technology - Bill Payment - Solutions)

1- ………………. allows Egyptian citizens to access learning materials.

2. Using ………… in a positive way makes you a successful digital citizen.

3. The ………… tools students help in obtaining the exam results easily.

4. The mobile phone company's application helps the customer in ………… without the need to leave the house.

5. William Tyner worked on finding ………… real problems for the benefit of local communities.

6. The information became abundantly available to the Egyptians thanks to ………

Q4: Put a mark (true) or mark (false): -

1) Mr-Tyner uses digital technology to help him get his work done. ( )
2) Digital technology has no role in our daily lives. ( )
3) Digital technology helps to find real solutions to the problems facing local communities. ( )
4) It has become difficult to book train or plane tickets online. ( )
5) Digital technology has helped travelers book tickets online. ( )
6) William Tyner does not believe in the importance of digital communication via the Internet to exchange opinions. ( )
7) You can book tickets to visit some historical and cultural sites with the click of a button. ( )
8) You can download applications on your mobile phone to obtain certain services. ( )
9) Any person can pay his bills through the appropriate applications available on the Internet ( )

Q5: Choose the correct answer from the brackets:-

1) Among the services .... provides is knowing the date and schedule of exams.
A- The website of the Ministry of Tourism and Antiquities
B- The website of the Ministry of Health and Population
C- The website of the Ministry of Education and Technical Education

2) William Tyner works as ....
a-Engineer b- Technologist c- Lawyer

3) William Tyner works as ....
a-Cultural anthropologist b- film maker c- both

4)William Tyner used .... in his field of work to find solutions to problems.
a- Physics b- Digital Technology c- Chemistry

5) The Egyptian Knowledge Bank EKB provides ....
a-Information b- Money c- Gold

****

Lesson 2 Q : Digital Citizenship

Q1: Choose the correct answer from the brackets:-

(hacking - digital citizenship - digital footprint - your digital footprint)

1) .... is the illegal circulation of content with the aim of sharing or selling it to others.
2) .... is your right not to be copied or shared by anyone without your consent.
3) The ability to use digital technology in an ethical, responsible and safe manner known as ....
4) .... Make a record of everything you do online, visit websites, and share with others.

Q2: Put a word (true) or (false):--

1) Every trace that a person leaves when using the Internet is known as digital citizenship. ( )
2) Achieving digital citizenship entails a set of rights and duties. ( )
3) You can copy scientific content without the permission of the owner. ( )
4) Digital citizenship is not showing a positive attitude while you interact online. ( )

5) When you upload videos or songs of your own design or authorship on the Internet, you do not have the right to be protected against piracy. ( )
6) Your digital footprint is a record of everything you do online. ( )
7) My personal information can be shared with anyone I know on the Internet. ( )
8) Digital citizenship means using digital technology in an ethical and unsafe manner.( )
9) Develop strong passwords from the rules of safe use of the Internet. ( )
10) You have the right to use the Internet at any time without respecting the law. ( )
11) I can download any content from the Internet and share it with others or sell it without referring to the content owner. ( )
12) It is a good idea to evaluate what you are watching online and check its reliable sources.( )
13) Dealing responsibly with others online is part of digital citizenship. ( )
14) Responsibility is illegally circulating content with the aim of selling it to others. ( )

Q5: Choose the correct answer from the brackets:-

1) Someone tracks your responses on different social networking sites. It's called......

A- digital footprint B- digital piracy C- assumptions

2) The following is from your rights while using the internet...

a- No one will copy or share your digital fingerprint without your consent.

b- Piracy of digital content in order to sell it to others.

c - Show negative behavior in your dealings with others.

3) Which of the following situations demonstrates commitment to responsibilities while using the Internet?

A- Pirate a video your friend uploaded on video sharing platforms.

b- Evaluate the content and ensure that the information is safe to display.

C- Spying on others and copying their digital footprint.

4) .... enables you to use digital technology in an ethical, responsible and safe manner.

a- Digital footprint b- digital citizenship c- Hacking

5) ..... enables to form an image of a person through his responses and actions on social media.

a- Digital footprint b- digital citizenship c- Hacking

6) When a person copies digital content without the owner's permission for the purpose of selling, this is called ....

a- Digital footprint b- digital citizenship c- Hacking

7) The principles and responsibilities that must be adhered to when dealing with technology

a- Digital footprint b- digital citizenship c- Hacking

8) Every trace a person leaves when using the Internet.

a- Digital footprint b- digital citizenship c- Hacking

9) Copy digital content without the owner's permission for the purpose of selling it

a- Digital footprint   b- digital citizenship   c- Hacking

****

Lesson 3 Questions : Positive effects of information technology

Q1: Put a word (true) or (false):-

1. Information technology tools enable people of determination to communicate with teachers and view school subjects. (   )
2. You should consult your teacher or a member of your family before posting anything on the Internet. (   )
3. Digital devices are useful when unforeseen circumstances affect our ability to leave our homes, (   )
4. Video sharing platforms are not available for people to use to submit their own content. (   )
5. Digital devices help people who have difficulty in communicating with others. (   )
6. The use of ICT tools is limited to countries and governments only. (   )

Q2: Choose the correct answer from the brackets:

1. The ………… application is used to conduct group video chats.

A- Skype   b- Egyptian Knowledge Bank (EKB)   C- Augmented reality

2. a video chatting program ……………………… .

a- Skype program   b- Egyptian Knowledge Bank (EKB)   C- Augmented reality

3. From social media platforms on the Internet………… .

a- Google Chrome   b- Facebook   c- Windows

4. From the learning resources provided by the Egyptian government to its citizens…………

a-Egyptian Knowledge Bank   b- Food Bank   c- Wikipedia

5. Everyone who uses ICT tools to learn, share and communicate with others in their capacity.

a- Engineer   b- Digital Citizen   c- Programmer

6. …………help people communicate with others from anywhere and at any time.

a- hacking   b- TV programs   c- digital devices

7. The application ……. is one of the popular applications for messaging between people.

a- WhatsApp   b- Mobily   c- Ayat

8. You can share a video tutorial through…………

a- Egyptian Knowledge Bank   b- Sharing Platforms   c- Regular Mail

9. ………… Holds webinars for teachers, students and parents to provide instructions on how to register and use the site.

a- Egyptian Knowledge Bank   b- Curriculum   c- Digital Devices

****

Lesson 4 Q : Online communication

Q1: Put the word (true) or (false):-

1. Skype is an asynchronous communication medium. ( )
2. One of the applications of asynchronous communication is instant video chats and live TV programs. ( )
3. Chat rooms allow asynchronous communication between people. ( )
4. Email is used to send and receive messages of an official nature. ( )
5. A device with a camera and a speaker is one of the necessary tools for making synchronous communication. ( )
6. The email application cannot be accessed on your mobile device. ( )
7. Instant Messaging Allows you to send only text messages or add photos or videos using the Internet. ( )
8. Live television programs are a form of asynchronous communication. ( )
9. Video chats allow direct communication with one or more people using a mobile phone.( )
10. Instant Messaging (IM) includes text and images and cannot add a video clip. ( )
11. Asynchronous communication is communication that does not require an immediate response. ( )
12. Google Chrome is a browser used to access the Internet. ( )

Q2: Choose the correct answer from the brackets:

1- The process of communicating or exchanging information among people at the same time is called ....

a- asynchronous communication b- synchronous communication c- chat

2- Sending a text message to the e-mail of a colleague is a kind of ....

a- asynchronous communication b- synchronous communication c- chat

3- We need .... when we have a video chat.

a- computer with camera b- computer without camera c- screen

4- one of the Internet browsers

a- Internet explorer b- video app c- Audio app

5- allows sending text messages via Internet applications

a- instant messaging b- video app c- Audio app

6- They allow you to communicate in groups and usually focus on only one topic.

a- Video chats b- simultaneous communication c- chat rooms

7- Uses the Internet to communicate in a ....

a- synchronous b- asynchronous c- all of the above

8- It is used to send and receive messages.

a- e-mail b- computer c- chat rooms

9- .... It allows you to communicate in groups and usually focus on one topic.

a-Internet b- chat rooms c- mobile application

10- To access the Internet you use the browser....

a-Software b- Computer c- Internet Explorer

11- ....Allow you to communicate directly with one or more people via your laptop.

a- email b- video chat c- mobile app

12- It is a communication that does not require an immediate response.

a- synchronous b- asynchronous c- all of the above

13-An application that works on your mobile device and allows you to access various programs.

a- mobile application b- browser c- devices

14- It is used with official messages sent to a school official.

a- synchronous communication b- chat rooms c- email

****

Lesson 5 Q : How to use electronic communication

Q1: Put the word (true) or (false):-

1- You can write the e-mail of the person you're sending the message to in the "subject" field.()

2- You can communicate with an unknown person over the Internet without consulting any of your family members. ( )

3- It is important to have good manners and etiquette when dealing with others online. ( )

4- Creating an account on the Egyptian Knowledge Bank is not available to any student. ( )

5- During the video chat, anyone participating in the conversation will be able to see you if your camera is on. ( )

6- While you are joining a video chat, make sure that there is nothing in the background that indicates your address or any personal information that you do not want to share. ( )

7- Uses ICT tools to communicate with others. ( )

8- You can turn the camera on or off during the video chat. ( )

9- In chat rooms you cannot reply to messages. ( )

10- We use the e-mail to create an account on the Egyptian Knowledge Bank. ( )

11- You cannot turn off your microphone or turn off the camera during a video chat.( )

12- To send an email to someone we use chat rooms. ( )

13- People in the chat room do not have the right to reply to messages I write. ( )

14- Icons and images can be used during instant conversation. ( )

Q2: Choose the correct answer from the brackets:

1- You can write the title of your message via e-mail in the field............

a- From b- subject c- Attachments.

2- The last step for instant messaging is..................

a- writing the message b- pressing the "send" icon c- pressing the "contact list"icon

3- You can send long text messages over the Internet through …………

A- Interactive map designer b- E-mail c- Video chat

4- Through ………… you can write a comment for the people sharing the room with you.

a- chat room b- Email c- SMS

5- People in chat rooms are able to……….Reply to it.

a- Write a comment b- send links c- open your cameras

6- It uses ………… to send messages of an official nature.

a) e-mail b- instant messaging c- chat

7- Messaging…………. is a fun and informal way to communicate with others.

a) e-mail b- instant messaging c- chat

8-During a video chat, you can reply to the conversation by clicking on the …………. icon.

a- Pause b- Phone / Video c- Camera

9) To send an instant message, click on the …………. icon .

a-send b- receive c- delete

10)…………. A means of communicating enables you to use short phrases instead of full sentences, in addition to communicating symbols and images.

a-E-mail b- instant messaging c- video chat

11) To start a video chat, …………. is created and sent to the participants in the conversation.

a-Link b- video c- message

12) To join …………. you have to click on its link and wait until you are allowed in by the person who started the conversation.

a-playing b-studying c- Call

13) Make sure that …………. is turned on when you want to have a video chat.

a-Camera b- Microphone c- Scanner

****

Lesson 6 Online learning environments and resources

Q1: Put the word (true) or (false):-

1. It is possible to find information about space science and history on the interactive map maker platform. (   )
2. Edmodo digital learning environment allows teachers and students to communicate and learn online. (   )
3. The Interactive Map Maker is one of the safe sites for research and data collection. (   )
4. The National Geographic platform for children enables you to conduct an experiment in science interactively. (   )
5. Edmodo is an online learning environment. (   )

6. The Egyptian Knowledge Bank does not contain an electronic library that contains resources on various topics. (   )
7. Online learning environments enable teachers to provide virtual lessons and upload tests to class students. (   )
8. Interactive Map Maker is one of the unsafe sites for research and data collection.(   )
9. A learning environment like Edmodo only allows teachers to communicate with each other.(   )
10. Reliable online digital tools are very valuable sources of information. (   )
11. Vlaby is your source for information on animals, science and mapping. (   )
12. The virtual lab platform Vlaby enables kids to find information about various things such as animals, science, history and geography. (   )

Q2: Choose the correct answer from the brackets:

1- From reliable digital learning resources via the Internet.
a- WhatsApp application   b- EKB   c- Facebook application

2- Which of the following online learning resources would you recommend to your friend who wants to conduct an experiment to find out the boiling point of water?
a- Interactive Map Maker   b- Vlaby platform   c- EKB

3- Which of the following sites can your teacher use to deliver lessons online?
a- EKB platform   b- Edmodo platform   c- WhatsApp application

4- The .... platform enables you to use map-related data and tools.
a- Interactive map maker   b- National Geographic Kids   c- EKB

5- is one of the sources that enable you to get the appropriate information for children
a- Interactive map maker   b- National Geographic Kids   c- EKB

6- Applications that allow students to communicate with teachers virtually.
a- Online learning environments   b- Social Media   c- EKB

7- It is online mapping tools.
a- Vlaby   b- National Geographic Kids   c- Interactive map maker

8- A virtual laboratory platform that provides laboratory experiments in an interactive digital environment
a- Vlaby   b- National Geographic Kids   c- Interactive map maker

9- .... provides online mapping tools for students and teachers.
a- Interactive Map Maker   b- Vlaby   c- Egyptian Knowledge Bank

10- .... allow teachers and students to communicate with each other over the Internet without regard to where they are.
a- National Geographic Kids   b– online Learning Environments   c- EKB

11- .... is an informative virtual lab platform that enables students and teachers to conduct lab experiments in an interactive environment.

a- National Geographic Kids b- Vlaby c- Egyptian Knowledge Bank

12- Vlaby is a............ platform that enables students to conduct laboratory experiments in an interactive environment.

a- Virtual laboratories b- map designer c- information about animals

13- The Egyptian Knowledge Bank is ....the first in Egypt that contains resources on various topics.

a- Virtual laboratories b- school c- electronic library

14- It provides ....tools that help students in drawing maps over the Internet.

a- Egyptian Knowledge Bank b- Vlaby c- Interactive Map Maker

15- National Geographic Kids enables children to find.......... on a variety of topics.

a- Information b- Games c- Programs

16- .... The first electronic library in Egypt includes many sources on various topics and information around the world.

a- Interactive Map Maker b- Vlaby c- Egyptian Knowledge Bank

17- .... Enables teachers to provide virtual lessons and upload tests and enables students to post and homework.

a- National Geographic Kids b- Edmodo Environment c- Egyptian Knowledge Bank

18- Teachers can provide virtual lessons to students through ....

a- Facebook b- Edmodo c- WhatsApp



Lesson 1



Choose the correct answer

1- William Tyner is a cultural …………………….

a. Biologist b. anthropologist c archaeologist

2- William Tyner uses ……………… to solve problems in his work.

a. Traveling b. money c. technology

3- ………………… helps people to build good relationships and exchange opinions.

a. Digital communication b. Digital citizenship c. Digital footprint

4- Using technology positively helps people to become …………………… citizens.

a. Genius b. successful digital c. successful

5- …………………… is a digital library that allows Egyptians to access learning materials.

a. EKB b. Facebook c. Social media

6- William Tyner is a ……………………

a. technologist b. filmmaker c. both of them

7- We can use digital tools to book tickets for ………………………, this make travelling more convenient.

a. planes b. trains& buses c. All the previous

8- ………………….. is specialized in cultural human science field.

a. William Tyner b. Anika Ulah c. Fred Hebert

9- One of the examples of ICT tools is ……………………

a. EKB b. computer c. both of them

Put (T) or (F)

1. William Tyner is a cultural anthropologist only (   )
2. The computer is one of the most important ICT tools. ( )
3. Digital tools are used to book tickets for trains, buses and planes ( )
4. William Tyner is specialized in cultural human science field ( )
5. We should use The Internet in a positive way (   )
6. ICT tools facilitate the communication among people all over the world (   )





7. Digital communication is important for exchanging opinions (   )
8. William Tyner works to find solutions to problems that benefit communities (   )
9. In Egypt, it is difficult to book tickets for trains or airplanes online (   )
10. EKB is considered one of the most important Egyptian digital libraries (   )
11. Organizations and governments can use ICT tools (   )
12. ICT tools are important to facilitate communication between people (   )

Lesson 2

Choose the correct answer

1. …………………… is the ability to use the internet in a safe & responsible way.

a. Digital technology b. Digital citizenship c. Digital footprint

2.Digital citizenship helps us to ……………………… .

a. get the benefits of digital technology c. a & b

b. protect our digital footprint

3. ……………………… is a record of everything you do online.

a. Digital piracy b. Digital citizenship c. Digital footprint

4.Digital footprint is ……………………… .

a. a record of the websites you visit c. a & b

b. a record for everything you share with others

5.………………… is the ability to use digital technology ethically, responsibly, and safely.

a. Digital citizenship b. Digital footprint c. Digital technology

6. If someone tracks your responses on the internet, it's called ……………………

a. digital footprint b. digital piracy c. digital citizenship

7.No one can copy your digital footprint, this is one of your………………..

a. Rights b. privacy c. responsibilities

8. Pirates may use your digital content to ……………………… it

a. Evaluate b. share c. buy

Choose the correct answer

9.You use ICT tools to .... and communicate as a digital citizen.

a. Learn b. share c. all the previous

10.One of your responsibilities while using the internet is to................ information.

a. Share b. evaluate c. receive

11.Which statement is wrong?

a. Respect other people online. b. We must use expired programs.

c. Choose the websites you visit wisely.

12.Providing information by uploading videos on YouTube is one of your ....

a. Rights b. privacy c. responsibilities

13.Stay safe online by ....

a. using updated software. b. setting strong passwords. c. both of them

14.Evaluating whether you use the internet in a useful way or not is from your ....

a. Rights b. privacy c. responsibilities

15........................ means sharing a content illegally.

a. Privacy b. Piracy c. hacking

Put (T) or (F)

1. Digital citizenship is the record of everything you do online. ( )
2. Digital citizens can use ICT tools to learn, share, and communicate with others. ( )
3. Hacking is the illegal use of content for the purpose of sharing or selling it. ( )
4. We must choose the websites we visit wisely. ( )
5. Any one can copy or share your digital footprint without your consent. ( )
6. Everyone has the right to protect his information against piracy. ( )
7. traces that a person leaves when using the internet is known as digital citizenship. ( )
8. Digital citizenship requires a set of rights and duties. ( )
9. You have the right to use the internet whenever you want with no responsibility ( )
10. You must respect others online. ( )
11. Digital citizen is inability to use technology tools. ( )
12. You should be ethical and responsible while using the internet ( )
13. You must commit piracy to share or sell digital content to others. ( )
14. Using the internet any time you want is one of your responsibilities ( )



Lesson 3

Choose the correct answer

1.………………….. help people who have speech difficulty to communicate with others or learn languages at school using pictures.

a. Digital tools b. Watching videos c. Information

2.When we can't leave our houses due to unexpected factors,…………… become very important.

a. Digital citizen b. digital devices c. school

3.Each person who uses ICT tools to learn or share content is called……… a/an

a. digital person b. expert citizen in IT c. programmer

4.The ……………………… provided tools and digital resources to achieve a skills-based education system.

a. information technology b. Egyptian government c. banks

5. ………… contains a digital library that helps students access to learning materials.

a. EKB b. YouTube c. Facebook

6. EKB holds webinars provide tips on how to ……………… on the website and use it.

a. register b. website c. webpage

7. You can use …………………… platforms to learn or teach new things.

a. WhatsApp b. video-sharing c. Skype

8. ……………… is one of the most popular social media platforms.

a. EKB b. YouTube c. Facebook

9. When you search for a video on YouTube to study ICT lessons, this is an example of ………………

a. teaching b. learning c. communication

10. You can use ……………… in chatting with your friends anytime you want.

a. EKB b. Google c. WhatsApp

11. Digital citizen uses …………………… to learn, share, and communicate with others.

a. video chat b. ICT tools c. digital citizen



Put (T) or (F)

1. Cell phone is one of the most important ICT devices.
2. Digital footprint is the person who uses ICT tools.
3. Digital tools can help people of determination to communicate with others.
4. Information and communication technology has no positive effects
5. You can communicate with your friends using WhatsApp, Facebook, or YouTube.
6. Watching videos on "Madrasnta" channel on YouTube is an example of online learning.
7. EKB provides webinars for teachers, students and parents.
8. Information and communication technology has no positive Effects.
9. You use ICT tools to learn, share, and communicate as a digital citizen.
10. Digital devices can not be beneficial when unexpected events prevent us from leaving home
11. The Egyptian government provided digital tools and resources in 2018.
12. One of the advantages of ICT tools is saving time and effort.
13. EKB holds webinars for teachers only to provide tips on how to use website ( )
14. You can communicate with classmates about a project outside school virtually
15. When we can't leave our houses due to unexpected factors, digital footprint become very important.
16. Socializing/social media can help us to join online groups with similar interests.
17. When you search YouTube to know how to prepare a meal, this is an example for teaching.



Mr. Osama Youssef

Lesson 4



Choose the correct answer

1. It's better to use the internet in a .... way.

a. negative b. positive c. fast

2. The internet is used to communicate in a/an......................... way.

a. Synchronous b. asynchronous c a&b

3. Asynchronous communication does not need a/an ....

a. ICT tools b. immediate response c. web browser

4. .... is an example of asynchronous communication.

a. Chat room b. E-mail c. live TV show

5. .... communication is sending messages between two or more people at the same time.

a. Synchronous b. Asynchronous c. a&b

6. .... is more formal than instant messaging and texting.

a. E-mail b. Chat room c. Computer

7. .... allow you to communicate in groups focusing on one topic usually.

a. Instant messaging b. Chat rooms c. Video chat

8. To communicate using chat rooms, you need a ....

a. Web browser b. mobile app. c. a or b

9. To access EKB website, You can use the browser ....

a. Internet Explorer b. google c. email

10. .... communication allow you to communicate live .

a. Synchronous b. asynchronous c a&b

11. .... is an example of e-mail website.

a. yahoo b. Gmail c. a&b

12. .... is a form of simultaneous communication via the internet, which allows watching friends or your family in audio and video.

a. Instant messaging b. Email c. Video chat



Mr. Osama Youssef



Choose the correct answer

13. ………………………. allows you to communicate directly with one or more people through your computer.

a. E-mail   b. Video chat   c. Mobile app.

14. ……………………………. are an example of synchronous communication.

a. live TV shows   b. Emails   c. Recorded videos

15. ………………………. is an application that runs on your cell phone and allow you to access some programs.

a. E-mail   b. mobile app.   c. video

16. Instant messaging may include ………………….

a. text & pictures   b. videos   c. a&b

Put (T) or (F)

1. You must download all mobile apps from play store or apple store
2. You can't access email application using your mobile device.
3. Asynchronous communication does not require an immediate response.
4. Google Chrome is a browser used to access the internet.
5. Live TV programs are a form of asynchronous communication.
6. Instant messaging allows you to send text messages, pictures, and videos
7. video chats and instant messaging are considered asynchronous communication
8. Skype is a synchronous communication tool.
9. The pre-installed apps need to be downloaded from the internet
10. Chat room consists of two persons at least
11. Cell phone application does not allows you to make direct chats.















Lesson 5



Choose the correct answer

1. To create an account on EKB, you need to use ……………………..

a. WhatsApp　　b. e-mail　　c. video chat

2. To start a ……………….. you must create a link and send it to the participant(s).

a. Conversation　　b. chat room　　c. video chat

3. During the video chat, no one will be able to see you if your camera is ……………………

a. turned on　　b. turned off　　c. no correct answer

4. You must act as if you are in a public place and dress appropriately in a video chat when the camera is ……………..

a. on　　b. off　　c. no correct answer

5. To send an email to your friend, you write his e-mail address in……………… Field

a. Subject　　b. CC　　c. TO

6. To start a video call, you must create a/an …………………..

a. Email　　b. link　　c. video

7. It is common to use ……………… in more formal situations.

a. Emails　　b. instant messaging　　c. chat rooms

8. Anyone who has access can enter the ……………………….

a. video chat　　b. chat room　　c. no correct answer

9. …………………………….. is a fun and informal way to communicate.

a. E-mail　　b. Instant messaging　　c. no correct answer

10. It is common to use ……………………….. in more formal situation.

a. e-mail　　b. instant messaging　　c. no correct answer

11. When the camera is turned off during a video chat, ………………..

a. be properly dressed　　b. anyone can see you　　c. no one can see you

12. The last step to send a photo using instant messaging is …………………………..

a. writing the message　　b. pressing the "Send" icon

c. pressing the "Contact List" icon

 Choose the correct answer

13. You can write the title of your message via email in the field ....

a. "From" b. "Subject" c. "Attachments"

14. You can send long text messages over the internet through ....

a. Emails b. interactive map designer c. video chats

15. You can send an attachment with your message when you communicate using ....

a. Video call b. email c. instant messaging

16. We must add greetings and endings when using ....

a. Email b. instant messaging c. chat rooms

17. To making video chats, make sure your .... is/are on.

a. Camera b. microphone c. a & b

18. The .... application is used to conduct group video chats.

a. Skype b. EKB c. Augmented reality

Put (T) or (F)

1. Any one can enter the video chat without the need for permission from the person who started the chat.
2. You must make sure that the microphone and camera are on during the video chat.
3. In chat rooms, you cannot reply to messages.
4. You cannot mute your microphone volume or turn off the camera in a video chat.
5. While you are joining a video chat, check if there is personal information in the background
6. Anyone can enter the video chat without needing permission.
7. Instant messaging is a fun and formal way to communicate.
8. Video chat is considered an example of synchronous communication.
9. During writing an email, don't forget to use greetings and endings.
10. None who has access to the chat room will be able to read your messages
11. If you're sending an attachments, be sure the attachment is safe and accurate.
12. If you want to join a call, click on the link and wait to be "get out".